

Charitable Collection Guidance

Introduction

At certain times clubs, societies and other student groups may hold events that involve the raising or collection of funds for charitable causes. Fundraising collections are a common method of raising money for charity, particularly amongst volunteers. They can be particularly effective because they:

- offer a positive opportunity for the individuals and groups to participate actively in supporting fundraising organisations within their own community;
- enable supporters to raise funds for all sorts of fundraising organisations in an ethical and secure manner; and
- provide an important mechanism for information exchange between fundraising organisations and their donors.

All groups involved in this type of event should be aware that they have legal duties and the following guidance should be used at all times by all those involved in any form of charitable collection.

Use of Registered Charities

It is vital that all student groups involved in charitable collections do so solely to only raise funds for official registered charities, or for their own society or club which must be made explicit during any fundraising. This measure ensures that all funds raised go to worthy causes and are only used in an appropriate manner. A full list of current registered charities can be found on the Charities Commission website <http://www.charity-commission.gov.uk/>

If you wish to collect on NUSU premises or are requesting the use of the NUSU charity number, you must request to do so via the Activities Officer at activities.union@ncl.ac.uk who will then take this to the NUSU Operational Group meeting

Collections & Procedures

There are many different forms of charitable collections amongst student groups, and all have different rules associated with them. Some of the most common are:

- **Street collections** - If you are holding a collection in the street, you will need to obtain a licence, from the local authority, Newcastle City Council, or whichever authority the collection will take place.
- **Private collections** - If your collection is still open to the public, but being held on private property such as on campus, within a shopping centre or rail station, you must obtain permission from the landowner or manager.
- **Static collection boxes** - Boxes must be secure and tamper proof. You do not need a licence to place these in a shop or business, just permission from the business owner.
- **Sales** - of goods or services i.e. baked goods or bag packing etc. permission must be obtained from the landowner or manager. The Students' Union guidance for food safety must be followed whenever you plan on selling food products.
- **Sponsored Events** – such as fun runs etc.

Before organising your collection, always contact the fundraising organisation that you wish to support as they may be able to help and provide further information.

Permission

Collectors in public places generally require permission from the local authority. Some charities hold exemption certificates for public collections which means they do not need to obtain a licence for public collections. A list of exemption holders is available on the Cabinet Office website.

[View a list of exemption holders.](#)

If your chosen charity is listed, contact the charity directly for further details about the exemption and procedures that must be followed.

If collections are taking place on private land, such as in a shop, permission needs to be sought from the owner or the individual who is responsible for the premises. In addition, if collecting from pub-to-pub, a licence will be required from the local authority in addition to obtaining permission from the pub land lord.

Collection Buckets

It is important that you have secure collection buckets and tins. As with all fundraising activities, contact the organisation that you wish to fundraise for as they may be able to supply you with suitable collection materials and/or additional guidance. Collection buckets must be sealed to ensure nobody can tamper with them and these seals are often provided by the charity

The Collection

While regulations do not directly state that you cannot 'rattle your tin', the Police's guidance states that:

No collection shall be in such a manner as to cause, or be likely to cause, danger, obstruction, inconvenience or annoyance to any person.

Remember to check the conditions of any licence as they may have additional stipulations. Other such restrictions include where you can collect, gathering the names of collectors and how they proceeds are recorded and banked and the distance that you must have between collectors.

Badges

When collecting in public, you will generally need identity badges that contain details of your licence or exemption.

Code of Fundraising Practice & Guidance

The Handling of Cash and Other Financial Donations section of the Code and guidance offers best practice and legal guidance on the handling, receiving and counting of money donated to your organisation.

[Read the Handling of Cash and Other Financial Donations Code of Fundraising Practice section of the Code.](#)

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Other Institution Resources

The Institute of Fundraising has produced the following information briefings which offer a basic introduction to fundraising collections:

[Fundraising Collections](#)

[Fundraising with Children](#)

[Clothing Collections](#)

The Charity Commission website also offers extensive information and guidance:

<http://www.charity-commission.gov.uk/>