



# Campus Fundraising Notification

## Staff Led Initiatives

TO BE COMPLETED BY STAFF PLANNING FUNDRAISING ACTIVITY ON CAMPUS. SUBMISSION OF THIS FORM FACILITATES COORDINATION OF FUNDRAISING ACTIVITY. STAFF ARE ALSO ENCOURAGED TO SUBMIT THEIR ACTIVITY TO THE UCD EVENTS CALENDAR ([WWW.UCD.IE/EVENTS](http://WWW.UCD.IE/EVENTS)). STUDENTS FUNDRAISING ACTIVITY MUST BE NOTIFIED TO THE RELEVANT SOCIETY OR CLUB GOVERNING BODY OR STUDENTS' UNION AND BE CARRIED OUT UNDER THE AUSPICES OF A REGISTERED SOCIETY/CLUB OR THE STUDENTS' UNION.

1. Name of Applicant 1

---

School/Unit

---

Name of Applicant 2

---

School/Unit

---

2. If applying as the nominee of a body (external charity etc)

a. Name of Body

---

b. Name of Secretary of Body

---

c. Address of Head Office

---

---

3. Date(s) of proposed collection/activity

---

4. Time

---

5. Location of collection/event

---

6. Description of collection/event

---

Signature of Applicant 1

---

Date

---

Signature of Applicant 2

---

Date

---

Completed form should be returned to UCD Campus Services

## **UCD Campus Fundraising Code of Practice**

- The purpose of all fundraising must be clearly communicated by the promotional material, teeshirts/buckets, sponsorship cards etc, used by all collectors and at all collection points.
- Where such fundraising activity is in the name of a specific charitable organisation, permission to use the name and logo of that organisation must be sought and granted in advance.
- All street collections off campus in a public space must be carried out under permit from An Garda Siochana, and in accordance with such stipulations and conditions as may be directed.
- Where sponsorship cards are used, these must be returned with the funds and held by the organizer.
- Where a bucket collection is taking place:
  - ◆ All collectors must operate at least in groups of 2.
  - ◆ All collections must use only sealed and tamper proof buckets and containers. Each container should be numbered and should be signed out and signed in by the person to whom that number has been assigned.
  - ◆ All collection buckets must be returned to a central point for counting. Only authorised counting personnel will be allowed remain in the counting room. All monies must be counted and lodged to the main Society/Club/SU/ or specific event account on the same banking day. Where lodgement is not possible, remaining monies must be lodged, sealed and secured with university authorities. Monies should not be left under the personal control of any one individual.