Appendix 1: Raising Funds (amplification from *Procedure for Setting up an Event)*

If arranging a charity event with the purpose of raising funds it is recommended that this is done on a cashless basis. The preferred methods, after approval from Vice Principal (Students and Progress) are as follows:

1. Many larger charities will be linked and supported to 'Just Giving'. Consequently donations can be made to these charities directly via a Just Giving page/link with any funds raised paid directly to the charity through the Just Giving page/link. If viable the Event Organiser is responsible for creating the Just Giving page. Any amounts raised will then be recorded via the Just Giving page and the Event Organiser can liaise with marketing if/as required if they wish to publicise any amounts raised. *https://justgiving.com/*

2. Alternatively the Event Organiser can contact the charity directly for support in holding a fundraising event. Many of these charities will be happy to provide their own QR code to help create a Giving Page for the particular charity - consequently any funds raised will go directly to the charity. As above any amounts raised will then be recorded via the charities Giving Page and the Event Organiser can liaise with marketing if/as required if they wish to publicise any amounts raised.

Where possible the College wants to avoid the use of cash for these events. However, if this is not possible it is recommended that the Event Organiser contacts the relevant charity to request sealed collection boxes for any cash collections. Many charities, especially the larger ones, will be used to this type of arrangement and will also arrange collection of the boxes after the event in order that they can pay any funds raised directly to the charity.