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**Core aim of this exercise:**

We need to be accountable for all our charity fundraising and to be able to produce a report on this at the end of every year for 1)our auditors 2) the charity regulator and 3) for promotional purposes. We would ask that prior to raising any money for charity you fill out the [**Pre-Collection short form**](https://docs.google.com/forms/d/1ITeVz9-obA3YdIZctGeqtdMX_H2NpK1Qi2nXej9GjmY/edit#settings) . After your event/ initiative you will need to fill out the [**Post-Collection reporting form**](https://docs.google.com/forms/d/16RpCA52SVRH93Wsia1qMXf0iqJugzr__bx7_bQQzN7g/edit) .

**Who does this apply to?**

Any UCC Society raising money for charity- whether it is €10 or €100,000.

**Key points to be aware of ahead of collection:**

* Garda permits are required to collect cash for charity off- campus.
* Any society dealing in cash will need to abide by the University’s cash handling policy. Full version available [here](https://societies.ucc.ie/about/constitutionandpolicies/) and a tl;dr version available [here](https://docs.google.com/document/d/14qwMP3CtjVbuvst3KSffL-igFVsMm4Mj/edit?usp=sharing&ouid=117739207840883232366&rtpof=true&sd=true)
* All funds must first go through your society bank account before they are donated to charity.
  + **Cash donations** must be lodged to your society bank account first and transferred from there to your chosen charity.
  + **Card donations** should only be taken through official UCC Societies card machines/ sum up machines. The funds will be filtered into your society account and from there you can donate to your charity of choice. A card machine, a ‘sumup’ machine and a [‘collectin’](https://collectin.com) will be available shortly. You will be able to book them out for your collections through the equipment booking facility on the [societies portal.](https://socsportal.ucc.ie/login/lock.php)
  + **Online donations** should only be taken through the ticketsolve platform as opposed to GoFundMe/ Paypal / idonate etc. If ticketsolve does not suit your needs please contact the societies office and we will review alternative options on a case by case basis).