



Procedure for Charity Collections:

Purpose:

This document outlines the procedure for safely and securely organising charity collections to ensure proper oversight, accountability, and protection for both the organisation and its collectors.

Scope:

This policy applies to all individuals participating in fundraising activities on behalf of UCC Societies.

Responsibilities:

- **Societies committee members** must follow procedures for collecting, securing, and returning donation buckets and sum up machines and adhere to the University's cash handling [policy](#). They are also responsible for counting and recording totals and depositing to the bank or the safe in the Societies office.
- **SEA and Administrative Staff** must assign buckets, sum up machines, ensure [pre-collection](#) and [post-collection](#) forms are completed and record and monitor cash in the societies safe.

Procedures:

1) Pre-Collection:

- Before undertaking any charitable activities, the society should check that their preferred charity is on the approved charities list (available in Admin docs on the societies portal). If the preferred charity is not on the list, the society can complete the [Charity Fundraising Approval Form](#) and the societies office will contact them to request approval.
- Each collection bucket must be sealed, clearly labelled with the Societies logo and the name of the charity and numbered for tracking.

- Each SumUp machine must be **set up by the SEA/Admin staff member**. Each machine should be clearly labelled with the Societies logo and numbered for tracking.
- Before undertaking fundraising activities, Societies committee members responsible for collections must first complete the '[Charity Fundraising pre-collection form](#)' including the tracking number for the collection bucket and the sum up machine. This form can only be accessed using the society's email address.

2) During Collection:

- Buckets must remain sealed during the entire collection period.
- Collectors should never open or tamper with the bucket seal.
- Cash should never be removed or counted during the collection.
- Buckets and SumUp machines should be kept in the collector's line of sight at all times.
- If approached with large donations of over 50 euros, collectors should recommend using a more secure method such as the SumUp machine.

3) Post Collection:

- Buckets and SumUps must be returned and signed back in as soon as possible after the collection event to the Societies Office
- Two committee members (separate to the committee members responsible for fundraising) must be present for the **opening and counting** of each bucket.
- Cash must be counted in a secure area. Upon completion of each bucket count, the **Cash Count sheet** must be completed.
- Once all funds are counted, committee members must complete the '[Charity Fundraising post-collection form](#)'. This can only be accessed using the society's email address.

4) Depositing Funds

- All collected cash should be deposited to the bank as soon as possible (Bank of Ireland accepts cash lodgements on Wednesday only).
- If you cannot deposit the funds on the day of collection, Societies Office staff will store it in the office safe with your count sheet and will organise to deposit the funds to the bank at the earliest opportunity. These funds will be added to the Societies Portal.
- The society should organise the donation to the charity by submitting an expenditure request through the portal prior to the end of the academic year.

5) Security Guidelines

- If collecting off-campus, please ensure that prior permission is sought:
 - For house and on-street collections, a Garda permit will be required.

- o For collections in venues or outside churches/community centres etc. permission will need to be granted by the owner/management of the premises.
- Collectors must wear official ID and branded attire if available.
- Avoid collecting alone — work in pairs, when possible, especially at busy events.
- In case of theft or loss, report the incident to the Societies Office and the Gardai immediately.

Additional points of note:

- All funds must first go through your society bank account before they are donated to charity.
- **Online donations** should only be taken through the Ticketsolve platform as opposed to GoFundMe/ PayPal / idonate/Revolut 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).
- All charity buckets will now be retained in the Societies office and will need to be rented out via the usual equipment rental protocol. They cannot be stored in the sheds any longer.