

UCC CLUBS CHARITY POLICY



Purpose

The UCC Clubs' Executive recognises that Clubs may hold events throughout the year to fundraise for charitable purposes. The following document outlines the procedures which must be followed when organising such events to ensure proper oversight and accountability.

Scope

This policy pertains to any Club within UCC which wishes to fundraise for charitable purposes at an organised Club event or activity.

Procedure

1. Clubs must ensure that their proposed charity is on the public [Register of Charities](#) (fundraising events will only be permitted for these charities).
2. Clubs must list the event type as "Fundraiser" on the Calendar and include the charity's registration number on the Event Plan.
3. Clubs must provide details of the method of collection of funds at the event in the Event Plan.
 - This must adhere to the [UCC Clubs Financial Policies](#).
 - As per the UCC Cash Handling Policy, Clubs should minimise the requirement to handle cash.
 - SumUp machines can be borrowed from the DSPA (email sport@ucc.ie) and must be returned as agreed.
4. If the event is a collaboration with another Club/Society, one must take overall responsibility for the event and they must submit the relevant H&S documentation.
5. Following the conclusion of the fundraising event, Clubs must ensure that any funds raised are transferred to their chosen charity through the Clubs Portal, and that the expenditure category is listed as "Fundraising - Charity".