

# Fundraising

How to raise funds for STAR and local refugee projects



## Why fundraise?

Your group can make a massive difference to the lives of refugees by raising money on campus for two causes:

1. To make sure STAR has enough money to continue it's vital work
2. To make sure your local refugee project has enough money to continue it's vital work

## Funds for the STAR network

STAR groups make a huge difference to the lives of refugees in the UK by promoting positive images, volunteering at projects and campaigning for improved conditions. We need money to pay for all the things that make that happen like:

- ★ the resources we send to you at freshers so you can recruit more members
- ★ STAR conference where you learn about refugee issues and share ideas for more good work
- ★ training for STAR members who volunteer with refugees
- ★ organising the campaigns for improved conditions for refugees

STAR national works hard to get this money in but there's never enough so your group can be a huge help by raising some money on campus.

## Funds for your local work

Local refugee projects work with STAR to help refugees by providing things like English classes, destitution funds and advice. These things cost money and like STAR national the projects themselves fundraise hard and always welcome help from STAR groups.

Here we've included some advice on how to organise a fundraising event, if you want help with fundraising for your own group or a local refugee agency please contact the national team.

## Main ways of getting money are:

1. **Holding fundraising events (see below)**
2. **Apply for a grant as a society of your Students' Union.** Find out from your Societies Office/Students' Union how and when to apply for this.
3. **Collect membership fees at Freshers' Fair.** This will enable you to get your group up and running immediately.

## Top tips for fundraising events

- ★ **Plan carefully.** Read the advice on 'Planning Projects' in the STAR Guide and follow the steps.

- ★ **Create a budget.** It may only need to be small, but put down all the costs and realistic estimates of how much you'll raise. Calculate carefully to ensure that the event will raise money.
- ★ **Don't commit to large costs you can't afford.** When arranging an event, try to avoid paying large amounts of money in advance unless you can guarantee that you will make the money back.
- ★ **Secure money in advance.** Try to arrange your event so that you have some guaranteed money before main costs, e.g. pre-event ticket sales. This lowers the risk of hoping it goes ok on the night!
- ★ **Make it worthwhile!** Check that the effort you're putting in to fundraising will be rewarded by the amounts of money raised (i.e. don't spend 2 months organising an event that will only raise £20!)
- ★ **Keep money safe.** If you're collecting cash (perhaps in buckets), then arrange a place to store it until it can be deposited and include this in your event planning.
- ★ **Be transparent.** It's good practice to ensure that if you're handling money as individuals that others can see where the money has come from, where it's being held, etc. Try to have 2 people present when money is being counted or transferred.

Simple fundraisers which you can vary:

**Hold a club night:** Ask around your friends and contacts to find a band that will play for free. Check out the costs of hiring a venue (better still get one for free), perhaps offer a proportion of ticket sales so you're only committed to spending some of what you receive.

**Stalls:** Simple to plan/get permission for and are ideal to give out info/sell cakes/STAR T-shirts from. Be imaginative and try to get noticed. If you don't have permission to 'sell' things, you can suggest a 'minimum donation of e.g. 50p for cakes'.

**Sponsored anything!** Asking your friends to sponsor you for doing something slightly crazy is a great way to get generous donations and get some publicity. If it's low cost then it's usually a guaranteed fundraising success.

## Raffles

Raffles are regulated by law so here is what you need to know:

A raffle or prize draw or lottery is when:

- ★ you pay to enter
- ★ there is at least one prize
- ★ winning a prize is only dependent on chance

To run raffles legally STAR groups must follow these rules:

- ★ The raffle is held at a fundraising event
- ★ Tickets must only be sold at the event, where the draw must also take place.
- ★ No more than £100 can be deducted from sales for costs (e.g. buying the tickets, putting up posters)
- ★ Prizes cannot total more than £500 (whether donated or bought)
- ★ The raffle is for the benefit of a non-commercial society e.g. STAR or another charity
- ★ The value of tickets on sale is under £20,000 and the proceeds from all raffles in one year are less than £250,000.