Fundraising Guidance

Registered societies can use Guild resources to fundraise for themselves or for a UK registered charity of their choice.

All you need to do is fill in an Event cover form, Fundraising Form and risk assessment as you put your event together and we will help you with everything you need.

How to fundraise: Step by Step

1.Contact your Societies Coordinator to start putting the event together.
>   a. Make sure you have filled out an [Event Cover form](#) and sent it to your society coordinator.

2. Fill out a Fundraising Form, which can be found [here.](#) Let the charity know you are fundraising for them too!

3. Fill out section 1 of the Fundraising Form.

4. If you are not fundraising for your own society, ensure you are fundraising for a UK registered charity. Fundraising can only take place for UK registered charities and you will need to supply a charity number for us to check this.

5. Maximise your profits. Expenses for your events must be taken from your fundraised total, so any prizes or incentives you purchase for your event have to be budgeted for.
>   a. You can sell tickets for your events through your Society webpage. This will help you to know how many people are attending and help you to budget effectively.
>   b. Reach out to organisations for prize donations. Freebies are a great way to offer incentives for your events without eating into your profits. This can include asking guest speakers or hosts to volunteer their time. The worst they can say is no!

6. Create an online fundraising page. Your society can set up a page for your chosen charity!
>   a.   You must set up a page using your society's official email address.

7. Once your event has taken place, fill out section 2 of the Fundraising Form.

8. Submit any Payment Vouchers and itemised receipts for event expenses in a timely manner

9. We will pay the profits to your chosen charity as soon as we have received section 2 of your Fundraising Form, and paid your expenses.

10. We will email your society's email address when we have sent the money to the charity.

If you have any questions about fundraising, please email guildfundraise@liverpool.ac.uk