



SHEFFIELD HALLAM UNIVERSITY UNION OF STUDENTS
POLICY DOCUMENT (AMENDED)

COMMITTEE: Union Council
SUBJECT: Charity Support
SUBMISSION DATE: 29st November 2011
APPROVAL DATE: 6th December 2011
RENEWAL DATE: 24th June 2013
CONTACT: Activities Officer 11/12

HALLAM UNION NOTES:

That Sheffield Hallam Students' Union recognises the benefits of raising money for charity in terms of: fundraising for worthy causes; raising the profile of the Students' Union and the University and the services it provides; and providing opportunities for students' personal development.

That it is impossible for Hallam Union to support every charity, meaning a process is needed to ensure that the 4 main charities chosen reflect a wide range of the student population for general fundraising as well as allowing students to support the charities they want.

HALLAM UNION BELIEVES:

That Hallam Union should support a wide range of charities, which represent causes that SHU students care about.

That Hallam Union should support an increase in opportunities for students to engage in fundraising which will facilitate increased involvement with the community.

That every full member should have the opportunity to nominate charities that will be supported.

That the four main charities should be approved by the RAG committee from the nominations received.

HALLAM UNION RESOLVES:

To support a wide range of charities, with four main charities (local, regional, national and international) chosen for general fundraising within RAG which does not contradict Hallam Union policies, Articles of Governance and the Charities Commission Guidance.

That these charities will be nominated by students throughout the year, with the biggest push for nominations in September.

That every SHU student is eligible to nominate charities.

That nominated charities will be approved by the RAG Committee and according to Hallam Union's Articles of Governance and Bye Laws and included on a list of approved charities for the academic year.

That the list of approved charities will be revised each June.

That all fundraising by Hallam Union groups should be registered with Hallam Union, to allow the list to be accurately updated.

That if no nominations are received then the elected Full Time Sabbatical Officers shall submit at least one charity as a nomination. These nominations will be treated as if made by full members.

That events organised jointly between Hallam Union groups and external organisations, such as Varsity and Winter Varsity with the University of Sheffield Students' Union, should be out of the scope of this policy and be allowed to support and fundraise for a charity that may not have been through the nomination or approval process. However, any charities supported in this manner must not contradict Hallam Union policies, Articles of Governance and the Charity Commission Guidance.

That Hallam Union groups should be able to adopt a charity for the year from the list of approved charities. Adoptions through this scheme should be approved by the relevant Standing Committee.

In the table below, where 'Week #' is used, this refers to the Friday of that week. Week 0 references the Friday on, or first Friday after, the 31st August of that year.

Week 0	Charities expire and nominations open
Week 3	Activities fair to encourage nominating
Week 5	Nominations close for the four charities. If no nominations are received for any of the categories, then it will fall to the Full Time Sabbatical Officers to nominate one charity for each category.
Week 6	Checks performed by Activities and Societies Coordinator and the information passed to RAG. Nominations to Activities and Societies Coordinator from Officer Committee for any categories without nominations.
Week 8	RAG to have voted and Charities chosen. If this hasn't happened then the charities will be passed to the next Union Council meeting for a decision to be made there.

Nominations are made via a form that can be completed and returned either hard copy or electronically to the Activities and Societies Coordinator. Once forms are submitted Activities and Societies Coordinator checks charity for existence and appropriateness and that the nominator is a current student.

When this is done the information is passed to RAG along with information about when they can vote via a secret ballot with single transferrable voting. When the voting period is over the Activities and Societies Coordinator will count the votes and let the RAG society and all appropriate persons know the outcome.

If the situation arises where no votes have been cast by RAG, then the decision will be passed to Union Council.

	Where charities are chosen	
	RAG	Union Council
No RAG		X
RAG - No votes cast		X
Rag - 8+ Vote cast	X	

In the above matrix, it can be seen where the decision on charities will be made in each of the circumstances.