

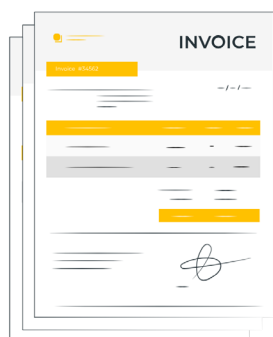
## FUNDRAISING ALLOCATED TO YOU BY UUSU

Each academic year, societies can apply for up to £300 funding from UUSU. Maybe you want to spend your entire £300 funding on a big event or maybe you just have a small purchase to make – both are fine.

A **Funding Application Form** should be submitted to your Student Activities Coordinator for approval in advance of any spend. Once the potential spend is approved, you must then submit a **Purchase and Payment Form** with all the specific details of the purchase to enable our finance team to process the transaction.

### IMPORTANT:

- You shouldn't agree to buy, or purchase goods etc before you get an approval email from your Student Activities Coordinator confirming that your funding application has been successful.
- It is your treasurer's responsibility to keep track of your society finances.



### ARE YOU A NEWLY AFFILIATED SOCIETY?

You will be allocated £50 in the first semester and, up to £250 in the second semester.

### WHAT IS THE DIFFERENCE BETWEEN FUNDING AND FUNDRAISING?

#### FUNDRAISING:

Money that you earn yourselves through your membership fees and events etc.

#### FUNDING:

Money that is given to your society by UUSU. With the funding there are restrictions on what you can spend the money on.

### WHAT CAN FUNDING BE SPENT ON?

#### YES

- Promotion items like banners, flyers, tablecloths etc
- Food for society events (up to £100)
- Equipment for society
- Travel expenses for majority of members - i.e. bus hire
- Guest speaker expenses
- Entry fees for competitions

#### NO

- Tickets, decorations and associated costs for formals and parties.
- Food for committee member only meetings
- Clothing - society hoodies etc
- Alcohol
- Activities not deemed in line with society aims and objectives
- Charitable causes.

## FUNDRAISING

Society funding from UUSU is limited to £300 per year so societies need to generate money from other sources.

### FRESHERS & REFRESHERS FAYRE

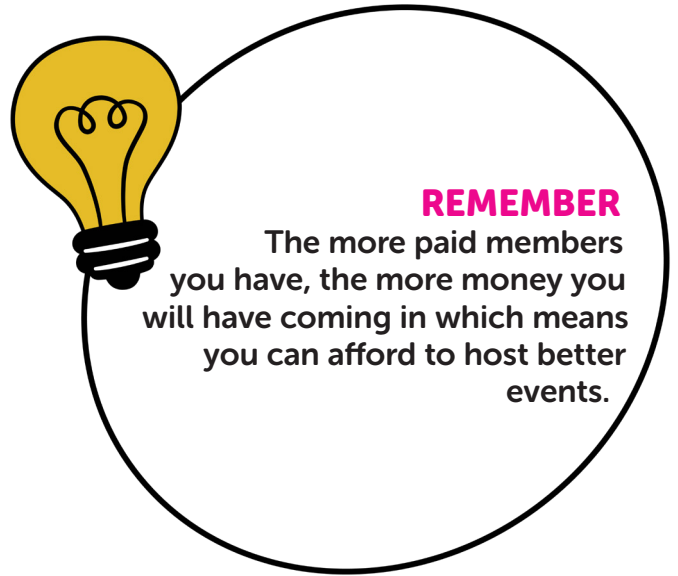
UUSU give £15 to societies attending our fayre's to help you make your promotion stand out from the crowd. No application is required for this. Simply keep the receipts from the items you have bought and submit a [Purchase and Payment Form](#) to claim the spend back.

### MEMBERSHIP FEES

All societies must set an annual fee of between £1 and £10 for students to join their society and get access to events and activities. Membership can be purchased via your society page at [uusu.org](http://uusu.org)

### FUNDRAISING

Fundraising doesn't just have to be for charity. You can raise money for your society by charging entry fees to help cover the costs of events. You can have a bake sale or you can sell society hoodies with a small mark up to raise funds.



### REMEMBER

The more paid members you have, the more money you will have coming in which means you can afford to host better events.

### SPONSORSHIP

Society sponsorship can come in the form of a donation of goods or funds from an external company in return for some form of acknowledgement. Speak to your Student Activities Coordinator before you agree any sponsorship deals as there are a few UUSU process to follow.

### CROWDFUNDING

The Ulster University Crowd-funding project may be able to help if you are planning a big project or event. You'll need to submit a proposal and if successful you'll have the opportunity to receive match funding from the University. Check out Ulster University Crowd Funding for more information.

## ACCESSING YOUR SOCIETY FINANCES

In order to access your society finances, you will need to familiarise yourself with the **Payment and Purchase Form**

There are three ways you can use the Payment Purchase Form to access finances:

1. You source the goods/services you want from a local company or website and UUSU make the purchase for you via credit card (or by paying an invoice the company has supplied to you). You'll need to include a link to your shopping basket or a copy of the invoice along with the Purchase and Payment Form.
2. You make a request for money to be sent to a committee member in advance so they can make a purchase for the society. You can only do this with society fundraising – NOT funding allocated to you by UUSU.
3. You reimburse a committee member for money they have already spent on a society purchase.

For options 2 & 3, the Purchase and Payment Form must be approved by committee members not receiving the payment- to do this, simply email your Student Activities Coordinator stating that you authorise the transaction.



### TOP TIPS

- You cannot withdraw cash from your account
- Plan ahead! Ask UUSU to pay for goods and services so committee members don't have to wait to be reimbursed!
- If you intend on spending budget allocated to you by UUSU you must submit a Funding Application Form. Your Student Activities Coordinator will confirm if the items or services you want are permitted.

