**Organising a fundraising event or student activity - Guidelines**

The university has to ensure that all activities that are taking place on University property are known about and have been considered by the appropriate departments. Below is some guidance about what you will need to consider when putting together a proposal to hold a fundraising event. On page 3 is a form to fill out relating to your activities. Please complete this and send it back to the Conference and Events department: canterbury.conferences@canterbury.ac.uk

**Health and Safety considerations**

Area / locations for activity

You must ensure that the area you’d like to hold your event in is large enough to hold the people you wish to attract as well as it being used for its normal purpose. You need to consider whether people can pass by your display safely and that you are not obstructing the thoroughfare, any emergency exits or firefighting equipment.

Display boards

If you are using pop-up stands or display boards you will need to consider whether they have been placed safely and securely in the space. You will also need to consider again whether people can pass by your display safely and that you are not obstructing the thoroughfare, any emergency exits or firefighting equipment.

Serving of food

If you are going to undertake a cake sale or something of this nature you will need to make sure you have impeccable personal hygiene and that you wash your hands before serving the food and preferably wear gloves when touching food. If you have a cut make sure you cover it with a waterproof dressing and not a gauze dressing. You should not be in contact with food if you have any of the following:

* sores, boils, septic lesions or any other type of skin condition
* an acute cough or cold
* symptoms of vomiting and/or diarrhoea

Safe storage of food

Cheesecake and products that contain cream or butter-cream icing must be kept in a refrigerator at 8˚c.

Any savoury products with meat or fish should be kept refrigerated at 4˚c.

Keep food covered so as to avoid contamination.

Food will need to be kept cool as above during transportation to the event

Use clean containers with the correct fitting lid and make sure that there is no risk of contamination – keep different food products in different containers

Keep the products identified above cool at all times

Allergen advice

You will need to provide details of any allergens that are contained in the food if requested. The provenance of food will also need to be available if necessary (i.e. baked at home, bought from a supermarket etc).

Keep the food packaging to show your guests any food allergies / dietary details

**Other considerations**

Posters

If you wish to display posters advertising your event you will need to put these in the designated areas for displays – i.e. the clip frames or on noticeboards. In the catering areas these are looked after by the Catering team so please speak with a member of staff from this department.

If you stick posters around the campus they will be removed by Housekeeping.

Tables / equipment

What equipment will you require for your event? We are generally able to assist with providing a table or two but beyond this you will most likely need to source whatever it is you need (again consider your space). Prior notice will need to be given on this to allow the team time to deliver the required tables to the designated areas.

Money

If you are taking money for goods on your stand you will need to have a safe way to store this and transport it after the event. You will also need to confirm in the following form where/who the money is going to (i.e. to which charity) so that this can be accounted for.

**Enquiry form - Student fundraising activity**

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| --- | --- |
| Name of Organiser: |  |
| Contact Details: |  |
| Name of event: |  |
| Date of event: |  |
| Name of Charity / Organisation event on behalf of: |  |
| Proposed activity: (please detail any food to be served / activities that you want to undertake etc) |  |
| Proposed location on campus: |  |
| Target audience: |  |
| Are you selling tickets? |  |
| Equipment being brought on site: |  |
| Any equipment requirements from the University: |  |

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| **Office Use** |
| Departments to contact: |  |
| Responses: |  |
| Decision: |  |