

## NEW FUNDRAISING PAGE CHECKLIST

Thank you for supporting and fundraising for a University of Strathclyde project. We greatly appreciate your support!

We require at a minimum of 10 working days' notice to set-up a new on-line fundraising page. Please complete the checklist below and return it to [alumni@strath.ac.uk](mailto:alumni@strath.ac.uk).

<b>Name and Email of person completing the Checklist</b>	
<b>Please tell us about the University project that you would like to fundraise for.</b>	<b>Who and what the project will support?</b>
<b>If you are a student, you must have permission from your department for the fundraising event.</b>	<b>Please provide a contact name and email address for the member of staff who is championing the project and fundraising event.</b>
<b>Event Type</b>	<b>E.g. abseil/cycle/run/walk</b>
<b>Event Date(s)</b>	
<b>Event Location</b>	
<b>Website link to the event</b>	
<b>What dates should the fundraising pages be live?</b>	<b>We recommend the fundraising page is live 4-6 weeks prior to and after the event.</b>
<b>Approx. how many University participants are taking part in the event?</b>	

Do you wish to participate as individuals or teams?	Please tick all that apply <input type="checkbox"/> Individuals <input type="checkbox"/> Teams <input type="checkbox"/> Both <input type="checkbox"/> Friends of the University
What is the relationship to the University of those participating in the event?	Please tick all that apply <input type="checkbox"/> Alumni <input type="checkbox"/> Staff <input type="checkbox"/> Students <input type="checkbox"/> Friends of the University
Would you like the event page to display fundraising leader boards?	<input type="checkbox"/> Yes - displays that Sam has raised £500 and Jo has raised £100 <input type="checkbox"/> No – displays that the event has raised £600
University Finance Fund Code	Please provide the internal fund code that donations should be paid into.
<p>Please note that donations will be paid into the designated account between 4 and 8 weeks after they have been received. As Gift Aid is claimed quarterly, it will be paid into the designated account between 12-16 weeks after the donation has been received.</p>	
<p style="text-align: center;"><b>Please review the test event and donation pages before completing the sections below</b></p> <p style="text-align: center;"><a href="http://www.fundraising.strath.ac.uk/event/2015SrathclydeCampaign">http://www.fundraising.strath.ac.uk/event/2015SrathclydeCampaign</a></p> <p style="text-align: center;"><a href="https://heroix.everydayhero.co.uk/event/2015SrathclydeCampaign/donate">https://heroix.everydayhero.co.uk/event/2015SrathclydeCampaign/donate</a></p>	
You can provide up to four images relevant to the event to be displayed on the event page.	Please ensure that you are the owner/authorised to use the images <input type="checkbox"/> Yes, please display the attached images
You can provide a link to a relevant video or website.	Please ensure that you are the owner/authorised to use the video
<p><b>**Note: Unfortunately, the text at the top of the donation page cannot be changed.</b></p>	
The donation page will have the following suggested donation amounts: £10, £20, £30 and other.	If you would like to display different amounts, please list the three suggested donation amounts to be used.
<p><b>**Note: Unfortunately, the gift aid text cannot be removed for overseas events.</b></p>	

**\*\*Note: The questions in section three cannot be removed or amended.**

**After a donation has been made, the portal will send an automated thank you email to the donor.**

**Please provide thank you text on behalf of all event participants to be used in the automated thank you email.**

**We will get in touch with you when the event page is coming to its end to request text for the thank you email to donors. The text should contain an update about the event, e.g. how did it go on the day, any highlights, and how much it has raised.**