

Charity Collection Policy

1. The University of Exeter fully supports the concept of charitable giving and welcomes such collections by staff and students on University property.
2. Charitable collections may take place on University of Exeter property with the written authority of the following:
 - a. The Head of Security in relation to exterior communal areas.
 - b. The Director of the Building, or his nominee, usually the School manager for collections within academic and other buildings.
 - c. The relevant manager in relation to Halls of Residence.
3. The following conditions must be complied with:
 - a. The person organising the collection event should be in possession of written authority from the relevant person indicated in paragraph 2 above which should show the time period during which the collection may take place and the charitable cause being supported.
 - b. Application for such authority should be made using the accompanying form which should be sent to the Head of Security in the first instance.
 - c. Each collector must be in possession of a copy of the written authority to collect.
 - d. Receptacles used for money collections should be sealed.
 - e. Collections should be made without putting passers by under pressure to make a donation.
 - f. A maximum of three people may be present in any street/area of the campus and collection tins should not be shaken unduly.
 - g. Within a period of four weeks after the event, the Head of Security should be informed in writing of the amount of money collected, the nature and cost of expenses and the sum paid to the charitable purpose.

Allan Edgcumbe
Head of Security
June 2009.