

Charity Fundraising Pub Quiz Guidelines

A Pub Quiz can be a great way for students to add a little fun to their fundraising.

For any fundraising event a student wishes to put on they must complete an [Event Booking Form](#) and select that it is a fundraising event within the form. They must also have completed a risk assessment which highlights how the fundraising will take place.

Pub Quiz/Competition Legislation

- Competitions involving skill may not require a gambling licence.
- A prize competition = a competition where the outcome is determined by the participants skill, judgement, or knowledge, and not solely by chance. To fit this definition, the skill should discourage some people or prevent many from winning.
- Activities such as pub quizzes, games nights, sports matches or dance contests usually meet this requirement.

Rules

- You can sell tickets for your Pub Quiz in advance
 - This can be per person or per team.
 - It must be clear that the ticket is fundraising for a (Named) Charity, and provide the UK Charity Number.
 - Must only be for entry into the Pub Quiz itself (e.g. not include any alcohol/food).
- Tickets must only be for the Pub Quiz entry itself.
 - If you wish to also hold a raffle at your Quiz, this is treated as an Incidental Raffle/Lottery, and tickets for the raffle element can only be sold in person at the event. See Raffle Guidance [here](#).
 - You must not 'bundle' tickets e.g. ticket includes raffle prize draw/chance to win.
 - Please follow the Raffle Guidelines here for holding a raffle at your Pub Quiz.

Taking payment for Pub Quiz Entries

Online tickets: The Students' Union can set up tickets for your Pub Quiz for advance purchase. These can be set up on the Club or Society SU Webpage. When set up the ticket must clearly state the Name and UK Charity Number for the Charity funds are being raised for.

Donation Tins and Buckets

If students wish to borrow donation buckets, they can be collected from the Opportunities Department. They should be sealed and cable tied.

Donation tins and buckets should be returned to The Students' Union still intact for the money to be counted by finance. Once the money has been counted you will need to fill out a donations form which can be found [here](#).