



Guidelines on facilitating fundraising collections

The UNOG Staff Union hereby establishes guidelines to be followed when facilitating fundraising collections.

1. Facilitation of fundraising collections shall mean issuing broadcasts, providing a bank account, handling funds received, and transferring funds to the selected organization(s).
2. Collections may only be facilitated by the Executive Bureau if both of these conditions are met:
 - a. In the case of new or rapidly deteriorating humanitarian crises resulting in significant loss of life or displacement in a country that is recorded in the categories of low or medium human development as per the Human Development Index, or where there is an ongoing inter-agency humanitarian response underway¹; and
 - b. Only when requested at the initiative of staff from the affected country or region in a show of solidarity with staff from that country.

The Council may consider fundraising in solidarity with staff from a country affected by a natural disaster, other emergency, or another unexpected circumstance not foreseen in this policy, as an exceptional measure subject to the two conditions set above.

3. The decision to facilitate a fundraising collection is made by the Executive Bureau. The Executive Secretary sends a broadcast to staff announcing the rationale for the collection, providing the banking details to receive contributions and the deadline by when funds may be collection.
4. Funds can only be received if transferred by staff members from their personal bank accounts to the Union's bank account. No funds will be collected in cash.
5. Following completion of the fundraising drive, and by recommendation of the Executive Bureau, the Council may decide to approve, at its discretion, a monetary contribution matching the amount collected by staff or up to a maximum of CHF 10,000.
6. Recipients of funds could include National Societies of the Red Cross/Crescent, [Country-based Pooled Funds](#) (CBPFs)² if present, or other humanitarian organizations operational in the country of crisis.

Adopted by the Staff Union Council on 3 April 2025

¹ Defined as context which has a Humanitarian Coordinator (HC), a Humanitarian Country Team (HCT) and/or a Humanitarian Response Plan (HRP).

² For more information, please see <https://cbpf.data.unocha.org/>.