

Organising a float

If you know that your student group is going to need a float at some point, make sure you get in contact with us beforehand.

You may need a float if you are fundraising for charity or your group, or if you are selling a product on a stall. You'll need a way to give people change!

Follow this process in order to get your float:

- Your **3 approvers** (President, Treasurer, Secretary) will need to email [Union Opportunities](#) with their authorisation to use money from your subs account for a float
- Once they have received all approvals they will contact **to su.accounts@uea.ac.uk** to request that Finance arrange for a float with the Bars team
 - Make sure at least two days' notice is given to the bars – therefore all approval emails will be needed two days before
 - Make sure within the approval emails you know which member of committee will be collecting the float – this name will be put on the green form and only this person will be able to collect the float
- Finance will then process this and the Bars will organise the float
- You'll then need to go to the Bar, giving Bar Staff your name and that you are collecting a float for your society or club
- The float (and any profit made) will need to be **returned to the bars the same day** – this should preferably be the same person that picked up the float
- Bars will then process the money, and this will be returned into your subs account