

## **Model Policy: Ethical Fundraising**

### **INTRODUCTION**

The Board of [*name of organisation*] is committed to ensuring that fundraising activities are carried out in an ethical manner.

### **PURPOSE**

This policy is intended to provide information on the principles and guidelines for fundraising from all sources. This supports the building of trust and support from regulators and the public, particularly from potential or existing donors.

The policy covers all staff, trustees, volunteers, casual workers, contracted employees and supporters of [*name of organisation*].

### **POLICY**

[*name of organisation*] will ensure that all Board members, managers, staff and volunteers carrying out fundraising activity are expected to act in accordance with the Code of Fundraising Practice, see <https://www.fundraisingregulator.org.uk>

In particular, we will adhere to the principles of the Code, namely that **our fundraising will always be legal, honest, open and respectful.**

In doing so, the organisation will adhere to the following standards:

- Fundraising activities carried out by [*name of organisation*] will comply with all relevant laws.
- Any communications to the public made in the course of carrying out fundraising activity shall be truthful and non-deceptive.
- All monies raised via fundraising activities will be for the stated purpose of the appeal and will comply with the organisations stated mission and purpose.
- All personal information collected by [*name of organisation*] complies with Data Protection law and the General Data Protection Regulation, and is confidential and not for sale. Neither will it be given away or disclosed to any third party without consent.
- Nobody directly or indirectly employed by or volunteering for [*name of organisation*] shall accept commissions, bonuses or payments for fundraising activities on behalf of the organisation.
- No general solicitations shall be undertaken by telephone or door to door.

- Fundraising activities should not be undertaken if they may be detrimental to the good name or community standing of [*name of organisation*].
- Financial contributions will only be accepted from companies, organisations and individuals the Board considers ethical and that are compatible with the organisations stated mission and purpose.

**REVIEW**

This policy will be reviewed annually

**AUTHORISATION**

- Signature of Board / Chair or Secretary
- Date of approval by the Board
- Name of Organisation

Date adopted		Document name/version	
Review date			

## **Model: Ethical Fundraising Procedures**

### **RESPONSIBILITIES**

The Board is responsible for the implementation and review of this policy.

All Board Members, casual, permanent and contract staff and volunteers are responsible for adhering to this policy.

### **PROCEDURES**

[Optional] A fundraising Committee will be formed to oversee the major fundraising task. The Fundraising Committee will report regularly to the Board, including tabling of meeting minutes at Board Meetings.

All fundraising activities must have the prior approval of the Board, as recorded in Board meeting minutes.

A statement estimating income and expenses will be prepared prior to the commencement of any new fundraising activity that may present a financial risk to [*name of organisation*]. Fundraising activities should not be undertaken if they will expose the organisation to significant financial risk or reputational harm.

### **AUTHORISATION**

- Signature of CEO
- Name of CEO
- Date Agreed