

<b>Fundraising Policy</b>	
Policy Level	One
Policy Category	Fundraising
Policy Authority	Board
Lead Committee	Senior Leadership Team
Lead Director	Emma Corina
Approved Date	28/07/2022
Review Date	31/07/2024

This policy is intended to ensure that all who are involved in raising funds for YMCA Fairthorne Group (YMCA FG) do so in accordance with the charity’s aims and objectives, adhering to the organisation’s ethos, policies and procedures at all times.

**Relevant Legislation**

- Charities Act
- Charitable Institutions (Fund-Raising) Regulations 1994
- Local authority licensing requirements
- General Data Protection Regulation 2018
- HMRC guidance on Gift Aid 2013 and Income Tax Act 2007
- Privacy and Electronic Communications Regulations 2003

**Regulatory Bodies**

- Advertising Standards Authority
- Fundraising Regulator
- Mailing Preference Service
- Telephone Preference Service

**Voluntary codes (Fundraising Regulator)**

- Fundraising Preference Service
- Code of Fundraising Practice
- Rulebooks for Street and Door Fundraising

The following fundraising activities are subject to specific regulation and law:

- public collections
- gaming activities such as lotteries, raffles, etc
- event fundraising (including music and/or dancing)
- broadcast and telephone fundraising
- fundraising involving children
- online fundraising
- house-to-house collections
- fundraising involving professional fundraisers or fundraisers who are paid by the charity
- fundraising involving commercial participators.

### **Policy Statement**

- YMCA FG will adhere to all relevant laws and regulations, including licensing requirements and public lotteries guidelines
- YMCA FG will always identify in campaigns how funds will be used, and that funds raised over a target amount will be used for the charity's general purposes
- YMCA FG will adopt the fundraising regulator's Code of Conduct, adhering to both legislative and voluntary requirements
- Fundraising procedures will be derived from this policy
- All fundraisers shall adhere to all relevant policies and procedures set out by YMCA FG, including but not restricted to financial, lone working and volunteer procedures
- All personal information given to YMCA FG will be managed in accordance with our data protection and retention policies
- All fundraising activities must be pre-approved by the organisation's fundraising lead and accurate records of donations will be kept
- YMCA FG will include information in our trustee's Annual Report about:
  - our approach to fundraising activity, and whether a professional fundraiser or commercial participator was used.
  - details of any voluntary regulatory fundraising schemes or standards which we have agreed to
  - any failure to comply with a scheme or standard cited
  - whether and how we monitored fundraising activities carried out on our behalf
  - how many complaints we or anyone acting on our behalf has received about fundraising for us
  - what we have done to protect vulnerable people and others from unreasonable intrusion on a person's privacy, unreasonably persistent approaches or undue pressure to give, in the course of or in connection with fundraising for us
- YMCA FG's trustees will take reasonable steps to assess and manage risks in relation to money laundering
- All representatives of YMCA FG carrying out fundraising activities will be expected to act with fairness, honesty, openness and integrity
- All fundraisers will be held accountable to those from whom funds are received
- Fundraisers shall not exploit their role for personal or financial gain. No compensation shall be offered for their time. Any possible conflict of interest should be declared
- All printed and promotional fundraising materials will be approved by the YMCA FG marketing department. Publicity, promotional materials and fundraising activities will be truthful and will not deceive donors in any way
- YMCA FG will not seek to have associations with organisations and/or individuals which may lead to disrepute. Individuals offering to donate amounts or items worth over £1000 will be researched to ensure that their intentions and motivations are clear and honourable
- Risk assessments and relevant insurances will be in place for all fundraising events

- In the event of a raffle or lottery which is open to the public, where required, a relevant licence will be obtained from the local authority in advance of the event
- In the event of a public collection, local authority regulations will be checked to identify licence requirements

The Policy is supported by a Fundraising Operating Policy.