

FUNDRAISING POLICY

(Name of Organisation) will adhere to the following standards:

- Fundraising activities carried out by (Name of Organisation) will comply with all relevant laws.
- As a member of the Fundraising Standards Board, we will abide by the Institute of Fundraising's Code of Practice and the FRSB's Fundraising Promise
- If someone wants to make a complaint about our fundraising, we will tell them about our complaints procedure and provide it to them in writing upon request.
- Any communications to the public made in the course of carrying out a fundraising activity shall be truthful and non-deceptive.
- All money raised via fundraising activities will be for the stated purpose of the appeal and will comply with the organisation's stated mission and purpose.
- All personal information collected by (Name of Organisation) is confidential and is not for sale or to 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.
- A Fundraising Sub-Committee may be formed to carry out the major fundraising tasks. The Sub-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 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 financial risk.
- 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. Companies and organisations

specifically excluded from making financial contributions to (Name of Organisation) include pharmaceutical, gambling, tobacco, alcohol companies or armaments manufacturers.

- A report on fundraising will be prepared by a representative of the fundraising sub-committee for inclusion in (Name of Organisation)'s annual report.

Responsibility

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.

Purpose

The purpose of this document is to identify (Name of Organisation)'s position on fundraising practice and to document the standards expected in raising funds from the community.

The Board of (Name of Organisation) is committed to ensuring that fundraising activities are carried out in an ethical manner.

This policy applies to the Board, casual, permanent and contract staff and volunteers.