
Fundraising Policy

Turas Training

Approval date: May 2017

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1. Policy Statement

- 1.1. TURAS is committed to the highest standards of good practice regarding fundraising, ensuring that all fundraising activities are respectful, honest, open and legal.

2. Purpose

- 2.1. To clearly outline fundraising procedures and to detail practices adopted to ensure the organisation is exposed to minimum risk, is accountable to funders, and meets the expectations and needs of donors.
- 2.2. This policy addresses general responsibilities in fund-raising as well as specific responsibilities related to fundraising activities, and as related to the use of and accountability of funds.

3. Scope

- 3.1. The Statement offers principles and guidelines to assist in all fundraising activities. Such activities include: grant funding, capital campaigns, special events, product fundraising (e.g. selling a product to raise funds) in-kind gifts or street 'face-to-face' fundraising.

4. Principles

- 4.1. Any donations received will be used solely to further the organisation's mission.
- 4.2. Respect: TURAS will respect the rights, dignity and privacy of its supporters and service users. The organisation will:
 - 4.2.1. Not represent their service users in a disrespectful way in their promotional activities, and where possible and appropriate, service users will have an input into the organisation's promotional strategies.
 - 4.2.2. Not put undue pressure on anyone to make a gift or not to cease giving.
- 4.3. Honesty: The organisation will answer honestly all reasonable questions about its fundraising activities and fundraising costs and it will do so within a reasonable timeframe. It will also ensure that all funds raised will be used for the purposes for which they were raised.
- 4.4. Openness: The organisation will make information about its purposes and practices freely available
- 4.5. TURAS will abide by legal requirements. This includes all accounting requirements, compliance with the Data Protection Acts 1988 and 2003, and compliance with the Charities Act 2009.

5. Definitions

- 5.1. Donor: this is any person or organisation donating money or resources to benefit the organisation.
- 5.2. Grant fundraising: this involves applying to an established fund as outlined in their terms of reference.

6. Roles and Responsibilities.

- 6.1. The board of management are ultimately responsible for the activities of those associated with the organisation, as well as those responsible for financial accounting and reporting.
- 6.2. Management are responsible:
 - 6.2.1. For ensuring that all fundraising efforts are respectful, honest, open and legal.
 - 6.2.2. For ensuring that fundraisers are aware of and can communicate the purpose of the organisation and of the specific fundraising efforts they are involved in.
- 6.3. Staff and volunteers, who are engaged in fundraising activities, must represent the organisation professionally, and adhere to the standards outlined in this policy.

7. Procedures

- 7.1. TURAS will give the following commitment to all donors and funders:
 - 7.1.1. They have the right to be assured that their gifts will be used for the purposes for which they were given.
 - 7.1.2. They have the right to have their names deleted from mailing lists or databases if so requested.
- 7.2. In raising funds TURAS will accurately describe its activities and needs.

- 7.3. Where donations are made for a specific purpose, the funder/donor's request will be honoured. If the organisation invites the general public to donate to a specific cause, then the organisation will have a plan for handling any shortfall or excess.
- 7.4. Grant Fundraising
 - 7.4.1. In general (unless authorised by the manager) applications for external funding will be completed by senior management.
 - 7.4.2. Final authorisation for all grant application will be the responsibility of the management committee.
- 7.5. Street 'face-to-face' fundraising
 - 7.5.1. Donors have the right to be informed of the status and authority of those soliciting donations; for example, donors will be informed if fundraisers are employees of the organisation or third party agents.
 - 7.5.2. It shall be made clear at all times as to whether the fundraising in question is for the organisation in general or for a specific purpose.
 - 7.5.3. Garda Permits will be obtained for all types of fundraising including non-cash collections.
 - 7.5.4. The organisation's name, logo, address, telephone number, web address and charity registration number, as well as its general purpose, shall always appear on fundraising material. Where more than one organisation is collecting together, the names, logos, addresses, telephone numbers, web addresses and charity registration numbers of all organisations must appear on the material in question and must be made known to the donor or prospective donor.
 - 7.5.5. Organisations will show their charity name and number on collector's garments and on collection boxes.
 - 7.5.6. Collection Boxes should be sealed at all times while on the street.
- 7.6. Fundraising at events
 - 7.6.1. At the event, cash should be held securely, for example, through the use of money belts.
 - 7.6.2. If tickets are being sold, collections should be recorded on a summary sheet with a signature from the sellers signifying the amount of cash collected or standard priced tickets should be provided.
 - 7.6.3. All final amounts including floats ought to be collected and recorded from all locations at the end of an event.
 - 7.6.4. A manager should review the summary sheets or the amount of tickets sold to ensure that these tally with the final figure of cash received.
- 7.7. Handling of donations
 - 7.7.1. All monetary donations should be forwarded to (who ever does the accounting)
 - 7.7.2. The following process should be followed for cash donations:
 - 7.7.2.1. Cash received ought to be collected, counted and recorded by two individuals.
 - 7.7.2.2. Wherever possible, cash ought to be banked immediately. Where sums over €500.00 are involved, cash should be banked in stages during an event and, preferably, by two individuals.
 - 7.7.2.3. Cash not banked immediately must be placed in a sealed container in a secure place. If cash cannot be banked immediately, handling procedures ought to be agreed in advance. Cash ought never to be left unattended or in an unattended environment.
 - 7.7.3. The following processes should be used for cheque donations:
 - 7.7.3.1. Donors ought to be encouraged to send cheques made payable to the charity, not to a named individual.
 - 7.7.3.2. Donations ought to be sent to the organisation's offices and not the fundraiser's home.
 - 7.7.4. Income summaries ought to be made at the point of counting for reconciliation with banking details at a later date.

7.7.5. Where appropriate, records must be made of donations for specific purposes to ensure donors' wishes are met.

7.7.6. If an individual donation is given of above (amount), then the organisation will acknowledge this donation by sending a notice of appreciation.

7.8. Gifts In-kind

7.8.1. Gifts in-kind (gifts to the organisation that are non monetary e.g. equipment, supplies, professional services, furniture, books, artwork, etc) may be accepted by the organisation.

7.8.2. Such gifts are reviewed with care by management to ensure that acceptance will not involve financial commitments in excess of budgeted items or commit the organisation to other obligations disproportionate to the usefulness of the gift.

7.9. Reporting

7.9.1. The organisation will record and publish in the Annual Report and the Statement of Annual Accounts details of individual gifts, including gifts-in-kind where the organisation judges that those gifts may be construed to have the potential to influence the independence of the organisation's decision making.

7.9.2. While an organisation is not obliged to accept anonymous donations, where anonymity is requested by a donor this will be respected if the donation is accepted. However the other details of the gift will be recorded and published (such that anonymity is preserved).

7.10. Complaints Procedure

7.10.1. A funder or donor has the right to complain using the _____ TURAS complaint policy.