



Waterford & South Tipperary Community Youth Service

**Fundraising Policy
December 2017**

Policy Statement

Waterford & South Tipperary Community Youth Service is committed to the highest standards of good practice regarding fundraising, ensuring that all fundraising activities are respectful, honest, open and legal. W.S.T.C.Y.S. is fully committed to achieving the standards contained within the Statement for Guiding Principles for Fundraising (ICTR 2008).

Purpose

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. 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.

Scope

This policy covers all fundraising including 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.

Principles

1. Purpose: All proceeds of fundraising or donations received will be used solely to further the organisation's mission.
2. Respect: Waterford & South Tipperary Community Youth Service will respect the rights, dignity and privacy of its supporters and service users. The organisation will:
 - 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.
 - Not put undue pressure on anyone to make a gift or not to cease giving.
3. Honesty: The organisation shall always act in an honest manner and will be truthful in all its dealings and shall answer honestly all reasonable questions about its fundraising activities and fundraising costs and shall do so within a reasonable timeframe. It shall ensure that all funds raised will be used for the purposes for which they were raised.
4. Openness: The organisation shall make information about its purposes and practices freely available.
5. Legal: Waterford & South Tipperary Community Youth Service shall abide by legal requirements. This includes all accounting requirements as well as remaining compliant with the Charities Act 2009.

Roles and Responsibilities.

The board are ultimately responsible for the activities of those associated with the organisation, as well as those responsible for financial accounting and reporting.

Management are responsible for ensuring that all fundraising efforts are respectful, honest, open and legal; and 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. Staff and volunteers, who are engaged in fundraising activities, must represent the organisation professionally, and adhere to the standards outlined in this policy.

Procedures

Waterford & South Tipperary Community Youth Service shall give the following commitment to all donors and funders:

- They have the right to be assured that their gifts will be used for the purposes for which they were given.
- They have the right to have their names deleted from mailing lists or databases if so requested.
- In raising funds Waterford & South Tipperary Community Youth Service will accurately describe its activities and needs.
- 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.

Grant Fundraising

1. In general applications for external funding will be overseen by senior management.
2. Final authorisation for all grant application will be the responsibility of the Board.

Street 'face –to-face' fundraising

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 volunteers.
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.
3. Garda Permits will be obtained for all types of fundraising including non-cash collections.
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.
5. WSTCYS representatives shall show their charity name and number on collector's garments and on collection boxes.
6. Collection Boxes should be sealed at all times while on the street.

Fundraising at events

1. At the event, cash should be held securely, for example, through the use of money belts.
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.
3. All final amounts including floats ought to be collected and recorded from all locations at the end of an event.
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.

Handling of donations

The following process should be followed for cash donations:

1. Cash received ought to be collected, counted and recorded by two individuals.
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.
3. Cash not banked immediately must be placed in a sealed container in the safe. 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.

The following processes should be used for cheque donations:

1. Donors ought to be encouraged to send cheques made payable to the charity, not to a named individual.
2. Donations ought to be sent to the organisation's offices and not the fundraiser's home.
3. Income summaries ought to be made at the point of counting for reconciliation with banking details at a later date.
4. Where appropriate, records must be made of donations for specific purposes to ensure donors' wishes are met.
5. If an individual donation is given of above €100, then the organisation will acknowledge this donation by sending a notice of appreciation.

Gifts In-kind

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.
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.

Reporting

1. The organisation shall 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.
2. While WSTCYS 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).

Conduct of Fundraisers

Anybody fundraising on behalf of W.S.T.C.Y.S. or its constituent groups must commit to;

- Conduct themselves at all times with integrity, honesty and trustworthiness. They shall act at all times openly and in such a manner that donors are not misled.
- Respect the dignity of their role and ensure that their actions enhance the reputation of themselves and WSTCYS.
- Act according to the highest standards and visions of WSTCYS and their role.
- Disclose if they are employees of the organisation or volunteers.
- Not knowingly or recklessly disseminate false or misleading information in the course of their fundraising duties.
- Not knowingly, recklessly or maliciously injure the reputation or practice of other members of people in a fundraising role.
- Not knowingly act in a manner inconsistent with these standards, or knowingly cause or permit others to do so.
- Not exploit any relationship with a donor for personal benefit or misuse their authority or role for personal gain.
- Comply with the laws of the land which relate to their fundraising activities, both in letter and in spirit.
- Advocate adherence within WSTCYS to all applicable laws and regulations.

Complaints Procedure

A funder or donor has the right to complain using the Waterford & South Tipperary Community Youth Service complaint policy.