

Fundraising Policy

1. Scope

This policy covers fundraising activities and events on behalf of Autism East Midlands undertaken by Autism East Midlands' staff or volunteers (including staff acting outside their normal working hours).

2. Legislation and Institute of Fundraising Code of Practice

All fundraising conducted on behalf of Autism East Midlands, whether by staff or volunteers, must comply with the Institute of Fundraising Code of Practice and all relevant legislation, including but not limited to:

- Charities Act 2006
- Licensing Act 2003
- Gambling Act 2005
- Equality Act 2010
- Data Protection Act 1998
- Safeguarding Vulnerable Groups Act 2006
- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999

Staff or volunteers fundraising for Autism East Midlands must also comply with the charity's policies and procedures pertaining to fundraising, including but not limited to:

- FR01 Cash handling
- FR02 Public collections
- FR03 Raffles and lotteries
- FR04 Supermarket bag packing
- FR05 Collection tins

It is the charity's policy for a risk assessment to be carried out during the planning stage of any fundraising event and for a copy of this risk assessment to be forwarded to the charity's Health and Safety Officer at the head office in Creswell.

3. Fundraising enquiries

Full details of any enquiry regarding fundraising received by a staff member must be reported in writing to the Fundraising team within 2 days of receipt. Notification should be by email to fundraising@autismeastmidlands.org.uk or by post to Fundraising, Autism East Midlands, Unit 31 Crag Industrial Estate, Morven Street, Creswell, Worksop S80 4AJ.

4. Registration of fundraising activity

Anyone wishing to fundraise for Autism East Midlands must first register their proposed activity with the Fundraising team by completing a Fundraising Registration Form (downloadable from www.autismeastmidlands.org.uk/fundraise) and forwarding the completed form by email to fundraising@autismeastmidlands.org.uk or by post to Fundraising, Autism East Midlands, Unit 31 Crag Industrial Estate, Morven Street, Creswell, Worksop S80 4AJ.

Anyone fundraising in aid of Autism East Midlands who has not first registered their activity as outlined above will be deemed to be acting independently of Autism East Midlands and, as such, the charity takes no responsibility for their actions.

5. Handling of donations and funds raised

Funds raised for Autism East Midlands belong to the charity and, once collected, must be paid over to the charity in a timely manner. The handling of donations and fundraised monies must comply with Autism East Midlands' procedure FR01 Cash Handling.

All funds raised or donations received by Autism East Midlands, including donations passed directly to service establishments, must be reported in writing to the Fundraising team in compliance with procedure FR01 Cash Handling. The following information must be provided:

- Exact amount of the donation or funds raised;
- In the case of a donation, the title, full name, postal address including postcode, telephone and email address of the donor. Also, whether the donation is an unrestricted donation or whether it has been made for a specific budgeted item or approved special project (see section 7);
- In the case of funds raised, the title, full name, postal address including postcode, telephone and email address of the fundraiser, plus the type and date of the fundraising event or activity undertaken;
- How funds have been received (eg. cash, cheque).

Any staff member accepting cash donations on behalf of Autism East Midlands must provide the donor with a receipt and must comply with fundraising procedure FR01 Cash Handling.

Anyone accepting donations of funds or gifts in kind in person on behalf of Autism East Midlands must verbally thank the donor on behalf of the charity.

All donations and funds raised must be recorded on the charity's fundraising database, Donor Strategy. A thank you letter or email will be issued to the donor or fundraiser by the Fundraising team within 7 working days of receipt of funds, unless the individual has expressly asked not to be contacted. In the case of donations being made by individuals, a Gift Aid declaration form will be sent out by the Fundraising team with the thank you letter.

6. Applications for funding or support

Staff members, other than the Fundraising team, are not authorised to apply for funding or grants to companies, grant-making trusts and foundations, philanthropic groups or public bodies. Services wishing to contact companies or philanthropic groups for volunteers or support in kind, should contact the Fundraising team before doing so and await written authorisation to proceed.

7. Fundraising by Autism East Midlands' services

Services are encouraged to undertake their own local fundraising activities, provided these are registered in advance with the Fundraising team (see section 4). Advice, support and resources are available from the Fundraising team to any services wishing to undertake local fundraising.

Fundraising by Autism East Midlands' services may only be undertaken to raise the following types of funding:

- Unrestricted funds
- For items specified within the individual service's budget for the same financial year
- For special projects which have been submitted using the Project Proposal Form (available from the Fundraising team) for consideration by charity's Senior Management Team and for which written approval has been given by the Senior Management Team

All fundraising undertaken on behalf of Autism East Midlands must be corporately branded, using Autism East Midlands sponsorship forms and posters. Any documentation produced relating to fundraising must display the charity registration number.

8. Unauthorized activities

8.1 Collections

It is the policy of Autism East Midlands not to engage in house-to-house collections, street fundraising commonly known as 'chugging' or telephone fundraising.

8.2 Balloon releases and sky/Chinese lanterns

It is the policy of Autism East Midlands not to engage in balloon releases or the release of sky/Chinese lanterns due to the potentially harmful effects to wildlife and the environment, even when these products purport to be bio-degradable.

9. How to make a complaint regarding fundraising

Anyone wishing to make a complaint regarding fundraising in connection with Autism East Midlands should write to the Head of Income Generation, Autism East Midlands, Unit 31 Craggs Industrial Estate, Morven Street, Creswell, Worksop S80 4AJ, who will respond within 15 working days.

10. Enforcement

Failure to comply with this policy by Autism East Midlands' staff could result in disciplinary action being taken.