

POLICY	Fundraising
POLICY NUMBER	CFL028
EDITION	
DATE OF ISSUE	DATE OF REVIEW
SIGNATORY	

1 Introduction

CONFIDANCE for Life is committed to its charitable aims, and fundraises in order to develop self-esteem, self-confidence and positive body image through dance; and to make dance accessible to a range of people who would gain most from its therapeutic benefits and those who would have difficulty, for a variety of reasons, accessing such opportunities.

We concur with the Fundraising Standards Board's Fundraising Promise and promise to be open, honest, fair and legal.

This policy seeks to cover the ethical issues and social responsibility within fundraising. All CONFIDANCE for Life staff and volunteers involved in fundraising have a responsibility to be aware of, and have a thorough understanding of, the ethical issues referred to in this policy.

2 Supporters

CONFIDANCE for Life respects the rights of its supporters to clear, truthful information on the work of CONFIDANCE for Life; to openly report how we spend donated and statutory monies and to manage donors' information responsibly.

We will comply with the Charity Commission and UK Law in every respect, including those regarding openness and honesty with our supporters and members of the public.

We will respect the privacy and contact preferences of all donors. We will respond promptly to requests to cease contacts or complaints and act as best we can to address their causes.

3 Refusals

We abide by the law which requires, in deciding whether to accept or refuse a donation, to consider which action is in the charity's best overall interest.



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We will not, however, accept donations made by donors whose activities appear to be in direct conflict with the best interests of our service users.

We will not undertake business with companies or individuals who participate in activities which could cause detriment to the charity's reputation; which will disproportionately decrease the amount of donations to further the work of the charity.

The responsibility of the judgement on whether CONFIDANCE for Life should refuse a donation lies first with the Board of Trustees.

4 Commercial Partners

CONFIDANCE for Life will not endorse products, treatments or companies.

5 Use of Donations

If supporters wish to make a donation to a specific area of CONFIDANCE for Life's work (eg the C U Shimmy Project), they may make a restricted donation by providing written instructions to this effect with their donation. We will always respect this.

6 Fundraiser Guidelines

Supporters wishing to raise funds for CONFIDANCE for Life should be requested to adhere to the following guidelines:

- Obtain and pay to CONFIDANCE for Life any money raised within three months of the fundraising activity – any cheques should be made payable to CONFIDANCE for Life
- Inform CONFIDANCE for Life if they are planning to produce any materials bearing the CONFIDANCE for Life name or logo and obtain explicit permission from the Board of Trustees for all materials prior to printing and distribution
- Ensure that any materials include the text "Registered Charity SC037515"
- Not carry out house-house collections
- Not collect in any public place without first obtaining a collector's licence from the appropriate local authority (usually the Police or the Council)
- Not collect on Private Property (including shops, bars etc) without first obtaining permission from the owner
- Return any unused fundraising materials to CONFIDANCE for Life
- Not resell or offer for auction any CONFIDANCE for Life merchandise without permission of the Board of Trustees and pass 100% of all proceeds from any agreed activity of this type solely to CONFIDANCE for Life unless otherwise agreed with the Board of Trustees.



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7 Receipt of Fundraising Money

Supporters who raise funds for CONFIDANCE for Life should be issued with Fundraising Certificate on receipt of the moneys they have raised. The Fundraising Certificate should

- State the name of the person(s)/group raising the money
- State the amount raised
- Be signed by a member of the Board of Trustees on behalf of CONFIDANCE for Life
- Bear the date the Certificate was issued
- Be uniquely and sequentially numbered

The associated receipt should be detached and kept in the Fundraising Certificate Receipt folder

A copy of the Fundraising Certificate and associated receipt is attached in Appendix A of this document.