

**Green Corridor**  
**Fundraising Policy & Procedure**

**DOCUMENT CONTROL**

Document Number	<b>6</b>
Description	This document describes our fundraising policy in full compliance with the Fundraising Regulators Promise to be open, honest, fair and legal.
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Document Owner	CEO
Document Approvers	Board of Trustees
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**ISSUE CONTROL (*ascending version order*)**

<b>Version</b>	<b>Date</b>	<b>Comments</b>	<b>Author</b>
6.0	July 2018	New Policy	T Knight

**PRINCIPAL RELATED POLICIES & PROCEDURES**

<b>Document Title</b>	<b>Location</b>
Equality & Diversity	GC Policies & Procedures

**CONFIRMATION OF RECEIPT OF POLICY & PROCEDURE**

Name	
Job Title	
Line Manager	

I confirm I have received a copy of this policy and procedure and have read and understood the contents. I also confirm I have sought clarification from my line manager on any issues which I am not clear about.

Signed:

Date:

Please return this signed copy to your individual Policies and Procedures folder for future reference.

## **Fundraising Policy**

### **Purpose**

This policy is intended to provide information on the principles and guidelines for Green Corridor fundraising from all sources e.g. lotteries, grant awarding trusts and foundations, corporate and public donations.

The policy addresses our commitment to the Code of Fundraising Practice, as well as outlining the responsibilities of staff, trustees and volunteers involved with fundraising.

The policy covers all staff, trustees and volunteers.

### **Policy and Procedure.**

All fundraising activities must be approved by either the CEO or the Quality & Fundraising Manager.

### **Code of Fundraising Practice.**

Green corridor will ensure that all trustees, staff and volunteers carrying out fundraising activity are expected to act in accordance with the Code of Fundraising Practice.

See <http://www.fundraisingregulator.org.uk>

In particular, we will adhere to the principles of the Code, namely that our fundraising will always be legal, honest, open and respectful.

### **Legal Requirements and Data Protection.**

Staff will ensure they comply, in all of their fundraising activities, with the law as it applied to charities and fundraising. This includes the General Data Protection Regulation.

All monies donated will be used for the purpose for which they were raised, spent within a reasonable timeframe and will comply with our stated mission and purpose. We recognise that all donors have the right to obtain complete and timely information on how their funds are used and will provide evidence as requested.

Accurate records of all donations, grant applications and funding bids are collected and stored by the CEO and Quality & Fundraising Manager and reported in our Annual Accounts.

Personal information provided to Green Corridor will be kept confidential and will not be sold, rented, or given to any third parties without consent.

Staff will not exploit their position for personal gain, they shall accept compensation by salary only. Nobody directly or indirectly employed by or volunteering for Green Corridor shall accept commissions, bonuses or payments for fundraising activities on behalf of the organisation.

A review of income and expenses will be undertaken prior to the commencement of any new fundraising activity that may present a financial risk to Green Corridor. Fundraising activities will not be undertaken if they will expose the organisation to undue financial risk.

### **Excluded Donations**

Funds will not be accepted from organisations or individuals where the CEO or Board of Trustees considers there is reasonable evidence to suggest that association with the individual or organisation may lead to disrepute or conflict with the best interests of our principal beneficiaries.

### **Marketing**

All printed materials used for fundraising will be reviewed and approved by the CEO prior to being published to generate funds or promote an event.

Green Corridor will not conduct any cold calling or door-to-door solicitation of the public or participate in the practice of chugging i.e. the action or practice of approaching passers-by in the street to ask for subscriptions or donations to a particular charity.

We will ensure all our publicity and promotional activities are truthful and do not exaggerate.

Positive images will be used to convey fundraising messages. We will not use images that make use of human misery or in any way compromise the dignity of any human being.

### **Complaints**

Anyone wishing to make a complaint regarding fundraising in connection with Green Corridor should write to the CEO who will respond within 15 working days.

### **Enforcement**

Failure to comply with this policy by Green Corridor staff could result in disciplinary action being taken.