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| Snap Operations Manual MK Snap Fundraising Policy | | |
| Prepared by: Angela Novell | Issue Number: 1 | Date of Issue: May 2019 |
| Approved by: Trustee Board | Signed: | Date: |

MK Snap Fundraising Policy Statement Version 1 March 19

MK Snap is committed to ensuring that our approach to fundraising is open honest and respectful and that it meets the legal and ethical requirements as described in the Institute of Fundraising Code of Practice for charity fundraising.

1. Scope

This policy covers fundraising activities and events on behalf of MK Snap Milton Keynes Special needs Advancement Project (registered charity number 1013148) undertaken by 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 MK Snap, whether by staff or volunteers, must comply with the Institute of Fundraising Code of Practice

<https://www.fundraisingregulator.org.uk/code/key-principles> 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 MK Snap must also comply with the charity's policies and procedures.

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 Head of Support Services steph.passfield@mksnap.org for approval.

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 Charlie.davies@mksnap.org or by post to Fundraising, MK Snap, 20 Bourton Low, Walnut Tree, Milton Keynes MK7 7DE

4. Registration of fundraising activity

Anyone wishing to fundraise for MK Snap must first register their proposed activity with the Fundraising team by emailing charlie.davies@mksnap.org for approval.

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

5. Handling of donations and funds raised

Funds raised for MK Snap 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 MK Snap procedures for cash handling.

- All funds raised or donations received by MK Snap must be reported in writing to the Fundraising team and 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;

- 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 MK Snap must provide the donor with a receipt and must comply with fundraising guidance.

Anyone accepting donations of funds or gifts in kind in person on behalf of MK Snap should verbally thank the donor on behalf of the charity.

All donations and funds raised must be recorded on the charity's fundraising database by Head of Support Services. 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 and in line with our privacy policy www.mksnap.org 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. Use of branding

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

8. Unauthorised activities

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

It is the policy of MK Snap 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 MK Snap should write to the CEO MK Snap, 20 Bourton Low, Walnut Tree, Milton Keynes MK7 7DE, who will respond within 15 working days.

10. Enforcement

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

11. Review

This policy will be reviewed bi-annually by the board of trustees or sooner if changes in legislation require this.

End