



## FUNDRAISING

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### *Policy Statement*

Stay At School recognises that in fulfilling our purpose to work with schools and local communities in Nepal to improve educational opportunities so that children there have a chance to lead a more enriched and fulfilling life, we are reliant on the trust and generosity of our supporters.

We will treat all supporters, existing and new, fairly and ensure our fundraising is legal, open, honest and respectful.

Stay At School will endeavour to take all practical measures to protect the public from unreasonable intrusion on a person's privacy, unreasonably persistent approaches and undue pressure to give.

We also recognise that some of the people with whom we will come into contact through fundraising activities may not always be able to understand the nature of the donation we ask them to give and the purpose for which it is being asked. We will support our staff and any third-party agencies that raise funds on our behalf to recognise signs of vulnerability and respond to the supporter appropriately and respectfully.

We will take care and make reasonable effort in our interactions with supporters to determine whether they are able to make decisions about their giving. We will not deny anyone's wish to donate to the cause of their choice based solely on age, appearance or condition. Our intention is to inform, support and protect our donors so that they are able to make informed decisions about donating to Stay At School.

### *Key Principles*

Stay At School's approach to fundraising is underpinned by fairness, inclusivity and accountability.

- **Fairness** – treating all members of the public fairly and respectfully. This means respecting the wishes and preferences of supporters, empowering them to make a difference in the world while being mindful of and sensitive to their needs and wishes.
- **Inclusiveness** – we are open to everyone and embrace diversity. We will not discriminate against any group or individual and believe that everyone has a contribution to make. The rights and dignity of our beneficiaries are central to all fundraising activity at all times.
- **Accountability** – it is up to all fundraisers to take responsibility and care to ensure that their fundraising is delivered to a high standard. Our fundraising is not overly intrusive or persistent, and does not put members of the public under undue pressure to donate.

Stay At School will always be honest about how donations are used to fulfil our mission; open about the methods we use to raise funds and who we work with; respectful to the wishes, preferences, personal information and circumstances of the people we interact with; and we will take all steps necessary to comply with the law and sector fundraising practice standards.



### *Legal and Regulatory Requirements*

Stay At School seeks to generate income and donations from a diverse, appropriate and sustainable range of resources to ensure it maintains its independence and does not become dependent on any single source of income. We seek to uphold the highest standards of practice in our fundraising and will:

- Comply with all relevant law and regulation including the Charities Act 1992, the Charities (Protection and Social Investment) Act 2016, the Data Protection Act 1998, and the Fundraising Regulator's Code of Fundraising Practice.
- Treat the information that supporters provide to Stay At School in line with our Privacy Policy and never share or sell their personal information to third parties for the purpose of marketing or fundraising.
- Ensure clear governance and management controls for the legal, safe and transparent raising of funds from a diverse range of sources.
- Operate policy and guidance for working with supporters who are in vulnerable circumstances.
- Have clear rules for when donations may be returned to donors.
- Report regularly to the Stay At School Board of Trustees regarding fundraising activity.

### *Accepting and refusing donations*

Stay At School will accept donations from any source, unless there is evidence that doing so risks harm to our mission or will cause significant damage to our integrity, public image or professional reputation.

### *Who is covered by this policy?*

This policy applies to all staff who fundraise for Stay At School and to any professional fundraisers who are contracted to raise funds on Stay At School's behalf.

### *Complaints*

Stay At School values feedback from supporters and the public. A complaint about any aspect of our fundraising activity will be acknowledged quickly and proactively. We aim to resolve complaints within 14 working days of receipt. If this does not resolve the issue the complainant may take their complaint to the Fundraising Regulator. To make a complaint about Stay At School's fundraising activity email [info@stayatschool.org](mailto:info@stayatschool.org) or write to us at: 5A Jewry Street, Winchester, SO23 8RZ, or call us on 01962 620019.

#### **Review**

These policies and procedures will be reviewed periodically to ensure compliance with changes in law and equality and diversity legislation.

*Adopted:* March 2018

*To be reviewed:* March 2019