



# Lakers Fundraising Policy



## INTRODUCTION

The purpose of this policy is to enable Lakers to have a clear and consistent ethical policy in relation to fundraising.

Irrespective of any internal delegation procedures within Lakers, the ultimate responsibility in respect of fundraising practices rests with the legally appointed Board of Directors as per the Charities Regulator and Charities ACT 2009.

Lakers is fully committed to achieving the standards contained within the Guidelines for Charitable Organisations from the public and The Charities Institute Ireland Fundraising Codes of Good Practice. All of these documents are available in the Lakers office or are available online.

The Charities Institute Ireland Fundraising Codes of Good Practice (the “Codes”) are a resource and set of tools to help individuals at a fundraising level to ensure they are doing the best they can to follow best practice and are operating in as transparent, effective and professional a manner as possible in their roles within their charity.

The new Guidelines for Charitable Organisations on Fundraising from the Public issued by the Charities Regulatory Authority (the “Authority Guidance on Fundraising”) are for the organisation as a whole and are aimed at the charity trustees. These Codes have been designed and written to help charities and those who undertake fundraising for charities (referred to collectively throughout these Codes as “fundraisers”), to do their job, ensure compliance and compliment the other guidelines and legal obligations. Fundraisers should therefore consult both the Authority Guidance on Fundraising and these Codes prior to carrying out their fundraising activities.

The Codes cover all forms of fundraising. They set out a graduated approach to rules and standards by restating (1) the legal requirements to be followed by all and (2) appropriate good practice advice which all charities are recommended to implement.

Please note that these Codes take the form of guidance, and should not be used as a substitute for legal advice. Fundraisers should understand that there are certain overarching legal obligations that apply to many fundraising activities, and are therefore not listed in every section of these Codes, including the following:

- ❖ Adherence to and compliance with the principle of donor intent, which requires all funds raised to be used for the purposes to which the donor intended;
- ❖ Compliance with equality legislation, which prohibits discrimination in the carrying out of fundraising activities;
- ❖ Compliance with product safety legislation and health and safety legislation, which provides for certain minimum safety standards to be met;
- ❖ Adherence to and compliance with any necessary insurance requirements and obligations; and
- ❖ Compliance with sale of goods and supply of services legislation, which requires goods and services to meet certain basic quality standards.

- ❖ Further, there are certain fundraising activities that may require specific niche legal advice, depending on the activities that are being undertaken.



### **Public Fundraising Compliance Statement**

- ❖ Lakers is committed to complying with the *Charity Regulator Guidelines for charitable Organisations on Fundraising from the Public*
- ❖ Lakers has a Donor Charter which is consistent with the *Guidelines for charitable Organisations on Fundraising from the Public*.
- ❖ Lakers provides honest, open and transparent disclosure when fundraising from the public.
- ❖ Lakers ensures that fundraising staff/volunteers are provided with information and training, when needed, on the *Guidelines for charitable Organisations on Fundraising from the Public* and its implementation.
- ❖ Lakers has a feedback and complaints procedure consistent with the *Guidelines for charitable Organisations on Fundraising from the Public*. Feedback is recorded for review by relevant staff including the General Manager/ Chairperson and governing body. Feedback is responded to promptly and appropriately.
- ❖ Lakers prepares financial reports consistent with the requirements of the Charities Act 2009 which include a statement concerning the extent to which control of the organisation is independent of its funding sources.
- ❖ Lakers ensures that all donations are tracked and recorded and complies with data protection requirements.
- ❖ Lakers is accessible to the public through a number of readily available contact options.

### **Lakers Donor Charter**

As a charity seeking donations from the public we Lakers aim to comply with the Guidelines for Charitable Organisations on Fundraising from the Public

Our pledge is to treat all our donors with respect, honesty and openness.

We commit to being accountable and transparent so that donors and prospective donors can have full confidence in Lakers.

We promise we will effectively apply your gifts to us for their intended purposes. We commit that you, our donors and prospective donors will:

- ❖ Be informed of the organisation's mission, and of the way the organisation intends to use donated resources.
- ❖ Be informed of the identity of those serving on the organisation's governing board, and that the board will exercise prudent judgement in its stewardship responsibilities.
- ❖ Have access to the organisation's most recent financial statements.
- ❖ Be assured your gifts will be used for the purposes for which they were given. Receive appropriate acknowledgement and recognition.
- ❖ Be assured that information about your donation is handled with respect and with confidentiality to the extent provided by law.
- ❖ Expect that all relationships with individuals representing the charity will be dealt with professionally.
- ❖ Be informed whether those seeking donations are volunteers, employees of the organisation or hired third party agents.

- ❖ Have easily available the agreed procedures for making and responding to complaints.
- ❖ Have the opportunity for any names to be deleted from mailing lists and to be informed if the organisation intends to share the mailing lists with third parties.
- ❖ Receive prompt, truthful and forthright answers to questions you might have of the organisation.

**What to do if you have feedback**

If you do have a comment about any aspect of our work, you can contact Lakers in writing or by telephone. In the first instance, your comment will be dealt with by our General Manager. Please give us as much information as possible and let us know how you would like us to respond, providing relevant contact details.

Write to;

The General Manager

Lakers

The Old Schoolhouse

Eglinton Road

Bray

Co. Wicklow

Tel: +35312022694

Email: [info@lakers.ie](mailto:info@lakers.ie)

Our office is open Monday to Thursday from 9am to 5pm and Friday 9am to 4pm.

We are closed between 1.00 pm and 2.00pm each day.





### **The Responsibility of those Managing Fundraising Activities**

Fundraisers and fundraising charities, such as Lakers, commit themselves to the highest standards of good practice and to ensuring that all their fundraising activities are respectful, honest, open and legal. Any information obtained in confidence as part of the fundraising process must not be disclosed without express prior consent.

Those responsible (or their designate, whether voluntary or paid) must:

- ❖ Be responsible for ensuring that fundraisers are aware of and can generally communicate the purpose of the organisation and of the specific fundraising efforts they are involved in;
- ❖ Be responsible for ensuring that fundraisers are aware that they must disclose if they are employees of the organisation or third party agents;
- ❖ Provide, where possible, clear and adequate, written or verbal, information to the public about any relevant follow-up including telephone procedures;
- ❖ Ensure all collection buckets are sealed for events, collection days and remain sealed until they are returned to Lakers office, where 2 members of staff will open them and count the money;
- ❖ Comply with best practice on handling cash and non-cash donations.
- ❖ Have procedures to ensure that, wherever possible, particular caution is exercised when soliciting from people who may be considered vulnerable;
- ❖ Ensure that, where paid, fundraisers are remunerated by such methods that will avoid the incidence of pressure on the potential donor to donate;
- ❖ Where events organised in the charity's name are not known by the charity until after the fact, the charity will work with that fundraiser to ensure they are aware of the standards expected and that the fundraiser will apply them to any future events they hold for the charity;
- ❖ Where donations are raised through electronic means, for example through charities' websites, the level of security applied to such websites shall be of a sufficient standard to protect the confidentiality of donors credit card and other personal details;
- ❖ Be responsible for ensuring that paid fundraisers are remunerated within the minimum wage regulations;
- ❖ Ensure all public collections have a Garda permit, or where no permit is necessary, permission from the relevant authority (such as for collections in church grounds);
- ❖ Ensure there is signed confirmation that data are kept securely and confidentially and in compliance with the Data Protection Acts 1988 and 2003;
- ❖ Ensure that the recruitment process screens potential recruits to indicate suitability (subject to data protection regulations);
- ❖ Where remunerated, ensure fundraisers are legally entitled to work in the jurisdiction;
- ❖ Be responsible for ensuring that, where paid, all fundraisers and third party agents are given appropriate contracts, to include a clause stipulating their compliance with the *Guidelines for charitable Organisations on Fundraising from the Public* and with any legal requirements that apply;

- ❖ Ensure that appropriate training, education and information is available to fundraisers to enable them perform their roles effectively;
- ❖ Be generally responsible to explain to the public how fundraising is organised and to help educate the public about the realities of resourcing charitable organisations. Where specific questions are received these should be answered openly and honestly. The principle of informing the charity in advance and adhering to these standards will be highlighted as much as possible by the organisation.

**Note:** *Lakers does not use paid fundraisers; all fundraising is currently done by staff or volunteers.*