



Donations & Fundraising Policy



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Key information

Author: The Board of Trustees

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1. Introduction

The Greek School of Newcastle, as a CIO, accepts donations and revenue from fundraising events to support financially strictly its goals and aims that are described on the Constitution.

Following the code of the Fundraising Regulator, we aim to promote the four values below for every single donation and fundraising revenue.

Legal

All donations and fundraising must meet the requirements of the law.

Open

As a fundraiser, the School must be transparent with the public about its processes and must be willing to provide clarifications if the School Committee will be asked for more information.

Honest

As a fundraiser, the School must act with integrity and must not mislead the public about the cause it is fundraising for or the way a donation will be used.

Respectful

As a fundraiser, the School must demonstrate respect whenever it has contact with any member of the public.

2. The Fundraising Promise

We will commit to high standards

- We will adhere to the Fundraising Code of Practice.
- We will monitor fundraisers, volunteers and third parties working with us to raise funds, to ensure that they comply with the Code of Fundraising Practice and with this Promise.
- We will comply with the law as it applies to charities and fundraising.

We will be clear, honest and open

- We will tell the truth and we will not exaggerate.
- We will do what we say we are going to do with donations we receive.
- We will be clear about who we are and what we do.
- We will give a clear explanation of how you can make a gift and change a regular donation.

- Where we ask a third party to fundraise on our behalf, we will make this relationship and the financial arrangement transparent.
- We will be able to explain our fundraising costs and show how they are in the best interests of our cause if challenged.
- We will ensure our complaints process is clear and easily accessible.
- We will provide clear and evidence-based reasons for our decisions on complaints.

We will be respectful

- We will respect your rights and privacy.
- We will not put undue pressure on you to make a gift. If you do not want to give or wish to cease giving, we will respect your decision.
- We will have a procedure for dealing with people in vulnerable circumstances and it will be available on request.
- Where the law requires, we will get your consent before we contact you to fundraise.

We will be fair and reasonable

- We will treat donors and the public fairly, showing sensitivity and adapting our approach depending on your needs.
- We will take care not to use any images or words that intentionally cause distress or anxiety.
- We will take care not to cause nuisance or disruption to the public.

We will be accountable and responsible

- We will manage our resources responsibly and consider the impact of our fundraising on our donors, supporters and the wider public.
- If you are unhappy with anything we've done whilst fundraising, you can contact us. We will listen to feedback and respond appropriately to compliments and criticism we receive.

3. Acceptance of revenue from donations & fundraising

The School Committee must make sure that the School is being run well and working in the best way to achieve the charity's objectives. That includes deciding if its members (Trustees or else known as The School Board) shall accept or not any revenue generated from donations or fundraising, based on the following:

- Individuals and industries/ businesses are welcome to donate only if they are not related with any activity that may cause reputational damage to the School (e.g. alcohol manufactures, tobacco companies etc.).
- Only the following kinds of donations can be accepted: cash, donations in kind, sponsorship, corporate donations
- There is no threshold for any donations
- In any emergency circumstances, the Board of Trustees (or else known as the The School Board) will decide on a case-by-case basis to decide about the acceptance of a donation
- No anonymous donations can be accepted regardless of any circumstances
- Checks could be performed to any donors in order to comply with the law and avoid receiving money from proceeds of crime (e.g. money laundering)

4. Refusal of revenue from donations & fundraising

The Board of Trustees will have the responsibility to refuse and communicate the refusal but without providing justification of its decision on any donations & fundraising revenue. No appeal can be made about any refusals.

5. Publishing the Policy

The Greek School of Newcastle aims to be an open, honest and accountable School so this policy must be published on its website.

6. Date of Next Review

This Policy will be reviewed annually or in light of any developments in equality legislation or good practice.