



# Trust Charity Policy and Procedures for Charitable Collections

V1.10

Date reviewed and approved by policy committee:	24.10.19
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Responsible for this policy:	Trust Finance Officer
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## Approval History

Approved By:	Date of Approval	Version Approved	Comments
Policy Committee		V1.0	
Policy Committee	11.09.15	V1.2	
Policy Committee	20.7.16	V1.3	
Policy Committee	09.06.17	V1.7	
Policy Committee	24.10.19	V1.10	

## Revision History

Revision Date	Previous Revision Date	Rev	Summary of Changes	Changes Marked	Owner/Editor
18.05.15			Updated to Trust. Insertion of Appendix 3 Deputy Head for Student Wellbeing added to the purpose of the policy.	Yes	WBE
16.09.15	18.05.15		Updated Charity list on page 8		KLU
14.07.16	16.09.15		Updated Trust Cover Sheet and added additional charities to the pre-approved charity list – Appendix 3.	Yes	SME
22.05.17	14.07.16		Updated Charity List (Appendix 3) and replaced daughter with student/child to incorporate TEMA	Yes	DCO/SME
13.06.17	22.05.17		Minor amendments following Policy Committee	No	PKA/SME
25.08.17	13.06.17	V1.8	Appendix 3 updated	No	MCO/JFA
03.11.17	25.08.17	V1.9	Updated formatting	No	CTE
24.10.19	03.11.17	V1.10	'Academy' changed to 'school/academy' throughout. Street Mission added to the pre-approved charity list.	Yes	CTE

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## **1.0 PURPOSE OF THE POLICY**

Fundraising and charity work are very important to many of our students. It is part of their development as local and global citizens and allows them to show their concern and compassion for people around the world, as well as for people in their local community. Fundraising and charity work also provide an opportunity to educate young people about these wider issues.

This policy aims to ensure that any fundraising is carried out in a planned and coordinated fashion, that all charities meet with the Trust's values and ethics and are approved by the school/academy Headteacher, and to ensure that all monies raised are handled appropriately and are passed on to the charity promptly and efficiently.

The overall school Lead for Charity and Fundraising is the Deputy Head for Student Wellbeing; the lead role may be delegated to a Head of House or a similar role.

## **2.0 CHOICE OF CHARITIES**

- All charities are to be approved by the Charity Lead and the school/academy Headteacher in advance of any fundraising or collection of monies. Appendix 3 is a list of approved charities and there need to be exceptional reasons for adding to these.
- The school/academy has a whole school commitment to fundraising and supporting fundraising campaigns for specific local and national charities as specified annually in each school/academy calendar.
- Each House is to agree a Charity to be supported by that House each year.
- For global emergencies, the charity of choice will be the Red Cross or Red Crescent as they are faith neutral and support humanitarian aid. In exceptional circumstances, other Emergency Appeals may be considered. The school/academy Headteacher has the final decision on the choice of charity.

## **3.0 PROCESS**

- The Charity Lead is responsible and accountable for ensuring that all processes are followed accurately. Any member of staff or student who fails to follow Trust procedures may face disciplinary action.
- For emergency or additional appeals, students and staff must approach the Charity Lead then the school/academy Headteacher for approval. The Charity Lead will ensure that there is a reasonable spread of fundraising throughout the year.
- All proposed collections or events will be put in the Staff Bulletin in advance of any collections being made. The timing and period of collection will be specified.
- Each fundraising campaign needs a lead member of staff who will submit the relevant proforma, 'Charity – Request for Campaign' – Appendix 2 including a list of all named collectors. The collectors will be issued with a badge. No one other than the named students will be allowed to collect. No one is permitted to collect unless they are wearing an official badge. Anyone attempting to collect money without a badge will be subject to disciplinary sanctions.
- Official school sponsor forms and proforma must be used.
- The staff lead will complete a proforma which will inform the Finance Office of the start and end date and which named student(s) will bring collected monies to the Finance Office each day.

- The monies raised will be taken to the Finance Office at the end of break and lunchtime every day. Under no circumstances must monies be kept in a locker or kept during lesson times.
- The Finance Office will record and provide a receipt for all monies and will report to the staff lead and charity lead if no money is deposited. The Finance Office will arrange for money to be sent as soon as the fundraising period has finished.
- The Finance Office will provide regular updates to the Charity Lead with regard to deposits and final sums sent to the relevant charities.
- The amount raised at the end of the agreed period will be displayed around school on House noticeboard and the Charity Noticeboard, in the Staff Bulletin and on the school/academy website and in the school magazine.
- Students will receive certificates as an acknowledgement of their participation in fundraising.

#### **4.0 IMPLEMENTATION OF THE POLICY**

The Charity Lead is responsible for the monitoring and review of the policy and will produce a list of charities supported, and the amounts raised, for the Half Term 6 school/academy Headteacher's report to the Local Governing Body.



CHARITY – REQUEST FOR CAMPAIGN

<b>Fundraising for:</b>		
<b>Name of Lead member of staff:</b>		
<b>Dates of Campaign:</b>	<b>Start:</b>	<b>End:</b>

<b>Information</b>	<b>Staff briefing</b>	
	<b>On school website</b>	
	<b>School display/posters</b>	

<b>Implementation</b>	<b>Official School Sponsor Sheet used</b>	
	<b>Letter to parents</b>	
	<b>Certificates awarded</b>	
	<b>Quantity of Badges Required</b>	

<b>Proposed activities</b>	

<b>Name/s of Student Collectors</b>	<b>Form</b>	<b>Badges</b>

<b>Name of student/s taking money to the Finance Office</b>	<b>Break</b>	<b>Lunchtime</b>	

Signature of Lead member of staff: \_\_\_\_\_

Signature of Charity Lead: \_\_\_\_\_

Signature of School/Academy Headteacher: \_\_\_\_\_

<b>PRE - APPROVED CHARITY LIST</b>	
Charity	Registered Charity Number
Children in Need	04723022
Francis House Hospice	328659
The Christie	1049751
The British Red Cross and Red Crescent	220949
Oxfam	202918
Save the Children	213890
Comic Relief	326568
Sports Relief	326568
Age Concern	1128267
NSPCC	216401
Syria Relief	1143797
UNICEF	1072612
St Ann's Hospice	258085
Marie Curie	207994
Breast Cancer Research	272214
Manchester Central Foodbank	1157605
Wood Street Mission	1078337