



Trust Policy and Procedures for Fundraising for Charitable Purposes

April 2021



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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 their peers and 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 for a particular fundraising activity may be delegated to another appropriate colleague

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 or to support student and/or community initiatives in school.
- For global emergencies, the charity of choice will usually 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 communicated 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 communicated to staff and students

CHARITY – REQUEST FOR CAMPAIGN

Fundraising for:		
Name of Lead member of staff:		
Dates of Campaign:	Start:	End:

Information	Staff briefing	
	On school website	
	School display/posters	

Implementation	Official School Sponsor Sheet used	
	Letter to parents	
	Certificates awarded	
	Quantity of Badges Required	

Proposed activities	

Name/s of Student Collectors	Form	Badges

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

Signature of Lead member of staff: _____

Signature of Charity Lead: _____

Signature of School/Academy Headteacher: _____

PRE - APPROVED CHARITY LIST	
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