

FUNDRAISING PROCEDURES

Prepared by:	Head of Learner Services		
Policy Approved by:	Strategic Management Team	16/3/05	Minute 973
		02/06/08	Minute 1454
		03/05/11	Minute 1949
	Operational Management Team	28/1/05	Minute 127
	Finance & Estates Committee	17/11/08	Minute 464
		20/06/11	Minute 536 (i)
Equality impact assessed & endorsed		19/04/11	
AOS Aim 3&7			
Policy Implemented	April 2005		
Last Reviewed	June 2008, April 2011		
Review Date:	April 2015		

Preamble to the Policy

Equal Opportunities

The College shall comply with all statutory duties in respect of equal opportunities in the areas of sex, race, age, disability, sexual orientation, transgender, religion, belief, pregnancy, maternity and paternity, marriage and civil partnership and the rehabilitation of offenders. The College shall also comply with the Human Rights Act 1998 and any subsequent enactments or modifications.

Charitable Fundraising Procedures

1. Introduction

The College encourages learners and staff involvement in raising funds for good causes. However, such activity must happen within a framework that ensures funds are handled correctly, activities are commensurate with the College environment, and that they are organised not to unduly disrupt College life. Activities must be risk assessed, insured and properly managed.

2. The Procedure

- 2.1 Anyone wishing to undertake fundraising on College premises must firstly seek permission from the College by contacting the Head of Learner Services. In doing so consideration will be given to the appropriateness of the activity, cause and clashes with other activities. Applicants should use Annexe 1 for this. Note that applications must be made in good time so that sufficient time is available to give it thorough consideration (at least 2 weeks before the start of the activity).
- 2.2 A member of staff must take responsibility for the activity e.g. course tutor.
- 2.3 A risk assessment and consideration of legal and insurance matters must be undertaken and reported on Annexe 1. e.g. licence from council to collect in public.
- 2.4 All collecting buckets and containers must be sealed and at least 2 people responsible for a container (note: that the campus offices have some collecting boxes/buckets that may be borrowed). The collecting tins will be clearly marked with the name of the college – the cause being collected for and a contact member of staff.
- 2.5 Collection containers must be opened in the presence of at least 2 people who will jointly count and certify the amount and where it is then sent.
- 2.6 A financial summary of each charitable collection run on College premises must be sent to the Learner Services Officer within a week of the close of collecting. The summary will be per Annex 2.
- 2.7 ***Cash must be kept securely, placed in the campus safe until it is banked or passed on.***
- 2.8 Finance section should be contacted to have advice on getting the funds to the recipient.
- 3 The Head of Learner Services will annually compile a summary of the events and amounts raised and publish this.

3. Conclusion

- 3.1 These procedure will be reviewed periodically and updated if necessary

**Coleg Morgannwg
Application for Permission to Fundraise at College**

Name of Person Applying

Are you staff or learner:

Contact Address

Contact Telephone number

Name of member or staff supervising this request:

The name of the Cause funds will be raised for?

What date(s) will this be done?

What activities will be carried out to raise funds?

Have Health and Safety risks been assessed? YES / NO

Have legal requirement been assessed? YES / NO

To what address will the funds raised be sent?

Will sealed collection containers be used? YES / NO

Will at least 2 people be present when funds are collected and counted? YES / NO

Will the Head of Learner Services be given a summary of the funds received? YES / NO

Signed By: _____ Date: _____
Applicant

Signed By: _____ Date: _____
Supervising member of staff

Send completed form to the Head of Learner Services for consideration

