

1. Document Control

1.1. Document Details

Title	Charitable Donations and Fundraising
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3.4

5. MONITORING AND REVIEW

5.1 This policy will be fully reviewed every two years or more frequently should legislative requirements change.

6. FUNDRAISING

Fundraising activities will be recognised so long as they are in line with Boston College's strategic mission and objectives. Fundraising by staff or learners must be approved in advance (see below).

Other fundraising by external bodies will be recognised, although such bodies will be encouraged to advise the College of their intentions and be guided by the College.

6.1 Approval for Funding:

All fundraising by College staff or learners should be approved before it commences, according to the following criteria:

All fundraising inside (e.g. sale of donated goods) or outside the College, (e.g. collections outside college premises, appeals to the media or industry), must be approved by the Principal and Chief Executive Officer and / or the Chief Operating Officer regardless of the sum involved and will report such approvals to the Corporation.

In the event a member of college staff becoming aware of an external body fundraising on behalf of the college, he/she should notify the Chief Operating Officer so that the fund raising can be approved (if this has not already occurred) and the College can formally accept the donated cash or equipment.

Submissions for approval of fundraising (whether by members of staff or external bodies) should include the following detail:

Scheme for which funds are to be raised;

6.2 Funds Raised:

All staff, learners or volunteers carrying out fundraising activities are expected to act with fairness, honesty, integrity and openness

All funds received must be given to the Finance Office to be recorded, counted and banked (two people must be present when counting funds) in line with the College Financial Regulations

Fundraisers must not exploit their position for personal gain

Fundraisers shall adhere to all policies and procedures adopted by the Governing Body. Donors have the right to obtain complete and timely information on how their funds are used. All funds raised will be used for the purpose for which they were raised and within a set timeframe

In case of a cancellation of event; donors will be informed and they must agree to a change of use of funds or change of timescale or return to donor

Publicity and promotional activities are to be truthful and non-deceptive with a clear statement of use.

The Fundraising Policy represents a commitment to the highest standards of good practice and ensures that all fundraising activities are open, legal and fair.

Anyone having concerns regarding the colleges fundraising schemes should discuss these initially with the Chief Operating Officer. The Chief Operating Officer will report regularly to the Corporation regarding all fundraising issues.

APPENDIX ONE

Definition Sponsorship vs Donation

When working with external organisations/businesses in relation to fundraising it is important to understand the difference between a sponsorship offer and a donation to ensure both parties (ie the College and the external organisation/business) know what type of offer is being made and the outcome from this.

Sponsorship - is a cash or in-kind fee supplied to an organisation or group in return for access to commercial potential associated with that organisation. Sponsorship is more high profile and usually undertaken for the purpose of achieving commercial objectives. It involves a clear, tangible business benefit for the sponsor.

Donations – these should be given with no expectation of commercial benefit and undertaken with a philanthropic intent for example to support a particular group, theme, area. Donations should have no direct commercial incentives. Donations can include for example – money, equipment and time.

General Principles Procurement

If the organisation offering the sponsorship/donation is not a 'supplier' (i.e. they do not sell goods/products/services which the College would or could otherwise normally purchase) then generally the offer of sponsorship/donation could be considered for acceptance – based on the criteria set out within acceptance policy.