



## Ethical Fundraising Policy

### Introduction

Rotherfield St Martin (RSM) welcomes and actively seeks fundraising, sponsorship, gifts, legacies and donations from individuals, companies and other organisations, to support our work to deliver our charitable purpose.

**Legal:** All fundraising must meet the requirements of the law.

**Open:** Fundraisers must be open with the public about their processes and must be willing to explain (where appropriate) if they are asked for more information.

**Honest:** Fundraisers must act with integrity and must not mislead the public about the cause they are fundraising for or the way a donation will be used.

**Respectful:** Fundraisers must demonstrate respect whenever they have contact with any member of the public.

This policy is written in used in conjunction with the *Code of Fundraising Practice (2019)*, Fundraising Regulator

### Purpose

RSM is dedicated to supporting older people in the prevention of isolation and loneliness. In order to sustain the work of the charity, RSM aims to maintain a broad base of income streams. The purpose of this policy is to provide guidance to staff and trustees in managing risk and conflict, whilst ensuring transparency and openness to all our stakeholders and funders. By adhering to the Ethical Fundraising Policy, we aim to minimise any risk of

bringing the charity into disrepute as a result of collaborations with or fundraising from individuals or external organisations.

### **Types of Fundraising at RSM**

Donations in cash

Donations via money pots

Donations via Standing Order

Online donations via CAF

Online campaigns

Wealden Lottery

Fundraising Events

Legacies

Donations in Memorium

This document sets out Rotherfield St Martin's (RSM) policy on accepting donations. We understand that we must not refuse or return donations, except in exceptional circumstances as below:

### **Policy**

1. We will refuse donations of funds that we judge to be unethically or illegally obtained and will document our reasons for doing so.
2. We will not solicit or accept donations that present an unacceptable conflict of interest.
3. We will not solicit or accept donations when derived from a source that conflicts with RSM's ethical values.
4. We will not solicit or accept funds that have the potential to cause significant damage to the reputation of the Charity or its relationships with its membership.
5. All donations should be channelled through the Charity Manager to ensure adherence to the policy. If the Charity Manager is in any doubt, they will consult with the Board of Trustees for further clarification.

*NB: The above lists are not exhaustive and are subject to change under policy review.*

## **Gift Aid**

We claim Gift Aid where we have permission to do so from an eligible donor. We also claim gift aid in line with legislation such as ‘small claims’. Records are kept for all Gift Aid claimed.

If as a charity we are in any doubt of the appropriate action to take, we will seek guidance from authoritative bodies such as The Institute of Fundraising, Charity Commission and the Fundraising Regulator:

<https://www.fundraisingregulator.org.uk/sites/default/files/2019-09/Code-of-Fundraising-Practice-October-2019.pdf>

This policy was written/reviewed by	Vicky Cheeseman – Charity Manager
Adopted by	Trustees
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