DRAFT [To be put in LLCF house style]

The Lindsay Leg Club Foundation Fundraising Policy

1.0 Statement of purpose

As fundraisers for the Lindsay Leg Club Foundation you help us give more people with lower limb conditions the chance to access person centred wound care in the community. Without our fundraisers we wouldn't be able to run our Leg Clubs, provide specialised equipment for them or support our Leg Club members in attending them.

This policy explains how the LLCF approaches fundraising and it also gives information about how to fundraise. It is for anyone (trustee, volunteer or Leg Club members and members of the general public) who fundraises for the Foundation or individual Leg Clubs.
We have created this Fundraising Policy as all fundraising for the LLCF and its associated Leg Clubs must be carried out in line with the Code of Fundraising Practice.

2.0 The Code of Fundraising Practice Standards

The Code describes the standards expected of all UK charitable fundraising. It includes information about important principles and behaviours, and is underpinned by the promise that all fundraising abides by the following four values:

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.

We are committed to responsible fundraising practice, so in addition to following the Code of Fundraising Practice Standards, the LLCF is registered with the Fundraising Regulator and

has signed up to the fundraising promise to declare that its fundraising activity will always be legal, open, honest and respectful.

The LLCF expects its fundraisers to comply with the Code of Fundraising Practice, and to use the guidance within this policy. The Code of Practice may be amended from time to time and we will update the website when this happens. If you need up-to-date advice, check the current Code of Practice here

3.0 Legislation

All fundraising conducted on behalf of the LLCF or its associated Leg Clubs, whether by trustees or volunteers, must comply with all relevant legislation in addition to the Institute of Fundraising Code of Practice. This includes, but is not limited to:

- Charities Act 1992
- Charities Act 2006
- Licensing Act 2003
- Gambling Act 2005
- Equality Act 2010
- Data Protection Act 1998
- Safeguarding Vulnerable Groups Act 2006
- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- Mental Capacity Act 2005
- Bribery Act 2010
- Charities (Protection and Social Investment) Act 2016
- General Data Protection Regulation (GDPR)
- Payment Card Industry Data Security Standards (PCI-DSS).

4.0 Acceptance Criteria

When deciding whether to accept any donation, the LLCF and its Trustees have a duty to demonstrate to the Charity Commission that they have acted in the best interest of the charity, and that association with any donor does not compromised the Foundation's ethical position, harm its reputation or put future funding at risk.

The LLCF therefore would not accept any of the following where the donation

- Was known to be associated with criminal sources
- Would help further a donor's personal objectives, which conflict with those of the LLCF
- Would lead to a possible decline in support for the LLCF, and so risk a fall in the resources available to fund our work
- Would otherwise significantly damage the Foundation's reputation

Furthermore, the LLCF will not accept donations from any party whose:

- activities and business practices are considered unlawful or unethical or may cause harm to the work of the Foundation.
- activities are in competition to its work, does not support the aims of the charity or seeks to gain commercial or moral gain as a result of the funding.

5.0 Unauthorised activities

Collections: It is the policy of the LLCF not to engage in house-to-house collections, street fundraising commonly known as 'chugging' or telephone fundraising.

Balloon releases and sky/Chinese lanterns: It is the policy of the LLCF not to engage in balloon releases or the release of sky/Chinese lanterns due to the potentially harmful effects to wildlife and the environment, even when these products purport to be bio degradable.

6.0 Handling of donations and funds raised

Funds raised for the LLCF belong to the charity and, once collected, must be paid over to the charity in a timely manner.

The following information must be provided by fundraisers/ donors to ensure the LLCF can maintain financially accurate records and allow for transparency, continuity and succession planning:

• The exact amount of the donation or funds raised;

• In the case of a *donation*, the title, full name, postal address including postcode, telephone and email address of the donor. Also, whether the donation is an unrestricted donation or

whether it has been made for a specific budgeted item or approved special project

• In the case of *funds raised*, the title, full name, postal address including postcode, telephone and email address of the fundraiser, plus the type and date of the fundraising event or activity undertaken;

• How the donation or funds have been received (cash, cheque, online).

The LLCF will ensure that:

- Any trustee/volunteer accepting cash donations on behalf the LLCF or its associated Leg Clubs must provide the donor with a receipt
- All donations and funds are recorded on the charity's fundraising database
- A thank you letter or email is sent to the donor or fundraiser within 7 working days of receipt of funds, unless the individual has expressly asked not to be contacted.
- In the case of donations being made by individuals, a Gift Aid declaration form is
- sent along with the thank you letter.

7.0 Use of donations

It is up to the discretion of the Trustees of the LLCF as to the distribution of any funds or donations received. However, if supporters wish to make a donation to a specific area of the LLCF's work or to a particular Leg Club, they may make a restricted donation by providing written instructions to this effect with their donation. In the instance that we cannot respect this, we will inform the donor and come to a mutual agreement on the use of the donation.

8.0 When does this policy apply?

As a LLCF or Leg Club trustee or volunteer, or a Leg Club member involved in any activity to raise funds for the LLCF or its associated Leg Clubs, you must follow this policy. Fundraising activity includes all activities covered by the Code of Fundraising Practice, and any social enterprise activity.

Transparency

The LLCF will undertake to communicate this policy to all its stakeholders.

Where else can I go for help?

You can get more guidance from the Institute of Fundraising.

9.0 Complaints about fundraising

It is the Foundation's aim that everyone who fundraises and donates to the LLCF and its associated Leg Clubs has an extremely positive experience. But we understand that sometimes this may not happen, and supporters may not be happy with their experience. If this happens you should report any complaints in line with our complaints policy **https://www.legclub.org/support-us/the-fundraising-promise1**

0.0 Concerns about the LLCF's fundraising practice

As a trustee, volunteer or Leg Club member, if you have a serious concern about the LLCF's fundraising practice or that of its associated Leg Clubs you should inform the LLCF in line with our complaints Policy

https://www.legclub.org/support-us/the-fundraising-promise

Examples of the types of concern you might raise under the whistleblowing policy (as opposed to complaints) are:

- Criminal offences
- Breach of any legal or professional obligation
- Breach of the Fundraising Code of Practice
- Deliberately concealing any of the above

If you have concerns about fundraising practice, and can't resolve your concerns with the LLCF, you should share them with the Fundraising Regulator (England, Wales & Northern Ireland) or the Independent Fundraising Standards and Adjudication Panel (Scotland). You can find more information about this on their websites.

https://www.legclub.org/support-us/the-fundraising-promise