**AGE UK**

**CARLISLE AND EDEN**

**FUNDRAISING**

**POLICY**

**Adopted March 2009**

**Updated October 2021**

**Next Review Date: October 2022**

**Version Number 10**

**Reg Charity No 1128565**

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**AGE UK CARLISLE AND EDEN**

## FUNDRAISING POLICY

**INTRODUCTION**

The Board of Age UK Carlisle and Eden is committed to ensuring all fundraising activities are carried out in an ethical manner.

This policy applies to the Board, employees and volunteers of Age UK Carlisle and Eden.

**PURPOSE**

The purpose of this document is to identify Age UK Carlisle and Eden’s position on fundraising practice and to document the standards expected in raising funds.

**POLICY**

Age UK Carlisle and Eden’s guiding fundraising principle is a simple one – we will only use techniques that we would be happy to be used on ourselves.

In doing so, the organisation will adhere to the following standards:

* Fundraising activities carried out by Age UK Carlisle and Eden will comply with all relevant laws and adhere to the Fundraising Regulators standards.
* Any communications to the public made in the course of a fundraising activity shall be truthful and non-deceptive.
* All monies raised via fundraising activities will be for the stated purpose of the appeal and will comply with the organisation’s stated mission and purpose.
* All personal information collected is confidential and adhere to our Data Protection policy.
* No general solicitations shall be undertaken by telephone, door-to-door or approaching people in public places.
* Fundraising activities should not be undertaken if they may be detrimental to the good name or community standing of Age UK Carlisle and Eden.
* All funds raised will be documented and audited.

**CHARITY COLLECTION BOX/BUCKET PROCEDURE**

All collection vessels (boxes /buckets) are the property of Age UK Carlisle and Eden and will remain so. Collection vessel will only ever be placed in Age UK Carlisle and Eden premises apart from special circumstances. Special circumstances will include use at external fund raising events and activities. Permission from event / activity organisers must be sought prior to any fund raising activity taking place. The collection tins used for Dial-a-Ride also fall under special circumstances.

All charity collection vessels will be supplied with a dated security seal which will only be broken by an appointed person. When full all vessels must be returned to 20 Spencer Street for emptying, this will be undertaken by an appointed person who will reseal and sign vessels for reuse.

The opening or tampering of any charity collection vessel unless authorised will be deemed as misconduct and appropriate action will ensue.

This procedure should be used in conjunction with Age UK Carlisle and Eden’s Cash Handling Policy.