



# The No Name! Club

## Fundraising Policy

<b>Document Title:</b>	<b>Fundraising Policy</b>			
<b>Developed by:</b>	<b>Policy Committee of No Name! Club</b>			
<b>Approved by:</b>	<b>Carole Goulding (Chairperson of No Name! Club)</b>			
<b>Person Responsible for Implementation:</b>	<b>Policy Committee Chairperson</b>			
<b>Document No.</b>	<b>P.001</b>	<b>No. of Pages: 04</b>		
<b>Documentation History</b>	<b>Approved Date</b>	<b>Reviewed Date</b>	<b>Effective Date</b>	<b>Date Withdrawn</b>
	15 <sup>th</sup> May 2018		15 <sup>th</sup> May 2018	
<b>Next review date; on or before 15<sup>th</sup> of May 2019 (or earlier in the event of legislative update)</b>				



**No Name! Club Fundraising Policy**  
**No Name! Club, Main Street, Baltinglass, Co. Wicklow**  
**& all Affiliated Clubs**

**Policy Statement**

No Name! Club is committed to the highest standards of good practice regarding fundraising, ensuring that all fundraising activities are respectful, honest, open and legal.

**Purpose**

To clearly outline fundraising procedures and to detail practices adopted to ensure No Name! Club is exposed to minimum risk, is accountable to funders, and meets the expectations and needs of donors.

This policy addresses general responsibilities in fundraising as well as specific responsibilities related to fundraising activities, and as related to the use of and accountability of funds.

**Scope**

The Statement offers principles and guidelines to assist in all fundraising activities. Such activities include but are not limited to: special events, raffles, product fundraising (e.g. selling a product to raise funds) in-kind gifts or street 'face-to-face' fundraising such as; licensed bucket collections, bag packing, sponsored walks, Church gate collections and donations.

**Please note:** All fundraising activities must be respectful of the ethos and values of No Name! Club and our Alcohol policy. As per National No Name! Club Grant Agreements no fundraising or donations should be directly linked to the Alcohol Industry.

If you are unsure or have questions in relation to this, please contact head office

**Principles**

Any donations received will be used solely to further No Name! Club's Objectives. No Name! Club's will respect the rights, dignity and privacy of its supporters and members.

The Organisation will:

- not represent any Young People or Volunteers in a disrespectful way in their promotional activities, and where possible and appropriate, Young People and Volunteers will have an input into the organisation's promotional strategies.
- answer honestly all reasonable questions about its fundraising activities and fundraising costs and it will do so within a reasonable timeframe. It will also ensure that all funds raised will be used for the purposes for which they were raised.
- make information about its Fundraising purposes and practices freely available
- abide by legal requirements. This includes all accounting requirements, all current Data Protections Legislation and compliance with the Charities Act.

## **Roles and Responsibilities.**

The Board of No Name! Club are ultimately responsible for the activities of those associated with the organisation, as well as those responsible for financial accounting and reporting.

Local Clubs are responsible:

- for ensuring that all fundraising efforts are respectful, honest, open and legal.
- for ensuring that fundraisers are aware of and can communicate the purpose of the organisation and of the specific fundraising efforts they are involved in.
- Clubs, Staff and volunteers, who are engaged in fundraising activities, must represent the organisation professionally, and adhere to the standards outlined in this policy.

## **Procedures**

No Name! Club (Nationally and Locally) will give the following commitment to all donors and funders:

- They have the right to be assured that their gifts will be used for the purposes for which they were given.
- They have the right to have their names deleted from mailing lists or databases if so requested.
- In raising funds No Name! Club will accurately describe its activities and needs.
- Where donations are made for a specific purpose, the funder/donor's request will be honoured. If the organisation invites the general public to donate to a specific cause, then the organisation will have a plan for handling any shortfall or excess.

## ***Street 'face –to-face' fundraising***

- It shall be made clear at all times as to whether the fundraising in question is for the organisation in general or for a specific purpose.
- Garda Permits will be obtained for all types of fundraising including non-cash collections and permit must be on display.
- The organisation's name, logo, address and charity registration number, as well as its general purpose, shall always appear on fundraising material. Where more than one organisation is collecting together, the name, logo, addresses and charity registration numbers of all organisations must appear on the material in question and must be made known to the donor or prospective donor.
- No Name! Club will show their charity name and number on collection boxes.
- Collection Boxes should be sealed at all times while on the street.

### ***Fundraising at events***

- At the event, cash should be held securely, for example, through the use of money belts.
- If tickets are being sold, collections should be recorded on a summary sheet with a signature from the sellers signifying the amount of cash collected or standard priced tickets should be provided.
- All final amounts including floats should to be collected and recorded from all locations at the end of an event.
- Clubs should review the summary sheets or the amount of tickets sold to ensure that these tally with the final figure of cash received.

### ***Handling of donations***

The following process should be followed for cash donations:

- Cash received should be collected, counted and recorded by two individuals.
- Wherever possible, cash should be banked immediately. Where sums over €500.00 are involved, cash should be banked in stages during an event and, preferably by two individuals.
- Cash not banked immediately must be placed in a sealed container in a secure place. If cash cannot be banked immediately, handling procedures should to be agreed in advance. Cash should never to be left unattended or in an unattended environment.

The following processes should be used for cheque donations:

- Donors should make cheques payable to the local club
- Donations should to be sent to the local club.
- Income summaries ought to be made at the point of counting for reconciliation with banking details at a later date.
- Where appropriate, records must be made of donations for specific purposes to ensure donors' wishes are met.

### ***Gifts In-kind***

Gifts in-kind (gifts to the organisation that are non-monetary e.g. equipment, supplies, professional services, furniture, books, artwork, etc.) may be accepted by the Club/Organisation.

- Such gifts are reviewed with care by the Club/ Organisation to ensure that acceptance will not involve financial commitments in excess of budgeted items or commit the club/ Organisation to other obligations disproportionate to the usefulness of the gift.

### ***Reporting***

The Club/Organisation will record and publish in end of year financial accounts, details of individual gifts, including gifts-in-kind where the Club/organisation judges that those gifts may

be construed to have the potential to influence the independence of the Club/Organisation's decision making.

- While a Club/Organisation is not obliged to accept anonymous donations, where anonymity is requested by a donor this will be respected if the donation is accepted. However, the other details of the gift will be recorded and published (such that anonymity is preserved).

### **Consequence of Non Compliance with Fundraising Policy**

**Fundraising in any form should never undermine or compromise the ethos and values of No Name! Club or compromise our relationship with existing funders. Fundraising should always be seen as supporting No Name! Club locally and Nationally.**

- **In the event of non-compliance, a local club will be held accountable by the Board of No Name! Club.**

**Should there be any question regarding fundraising please contact the National Office for advice.**

### ***Complaints Procedure***

- A funder or donor has the right to complain using the No Name! Club complaint form.





**No Name! Club**

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