



Fundraising Policy

FILE MANAGEMENT:

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V1.0 – May 2021	Approved by the Board
V1.1 – November 2024	Policy statement, responsibilities, insurance, cash handling and digital fundraising sections have been updated. Section 6.8 Donation acceptance and refusal has been included.
V2.0 – December 2024	Approved by the Board

If you have any questions or require clarification on any items within this policy please contact the Director of Marketing, Fundraising & Communications.

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1. Introduction

This policy provides details of how Special Olympics Ireland (SOI)'s fundraising activities will be managed when seeking donations from the public. This policy aims to comply with the Charity Regulator Authority's (CRA) 'Guidelines for Charitable Organisations on Fundraising from the Public'.

2. Policy Statement

SOI are committed to upholding any legal, statutory or regulatory requirements when conducting fundraising activities and maintaining SOI's reputation and adherence to their mission and objectives.

3. Definitions

Fundraiser: Person(s) who, without payment or other material benefit, raises money or engages in a fundraising activity to the benefit of SOI.

Fundraisers may include:

Individual(s): Person(s) who raise money 'in aid of' SOI, acting independently or taking part in a non-SOI event e.g. Mini Marathon or who organise their own event with the proceeds donated to SOI. SOI takes no responsibility for individual fundraising activities.

Volunteers: Person(s) fundraising 'on behalf of' SOI who have been appointed by SOI to act on its behalf; these are often individuals who participate in a fundraising event or SOI volunteers who participate on a regular basis and the event/project is managed by SOI.

Third Parties: On occasion, we may work with third parties such as digital agencies, consultants and partners on our fundraising platforms. Where such parties are engaged, they must also adhere to this policy.

Corporate Partnerships: Corporate partnerships can be defined as a public, active and on-going association with a business, which has been solicited either by SOI or the business and has been established for the mutual benefit of both parties. These partnerships may include cause-related marketing, promotion of SOI's mission, corporate or programme specific sponsorship, employee fundraising, volunteering or gifts in kind.

4. Scope

This policy applies to any fundraiser taking part in fundraising activities on behalf of or in aid of Special Olympics Ireland.

A copy of this policy will be published on our website and made available to third parties who undertake any fundraising on our behalf.

5. Responsibilities

The SOI Board of Directors will:

- Ensure SOI has a policy for any activities involving volunteers, groups or third parties including how they are contacted and managed.
- Monitor all significant areas of fundraising performance on a regular basis.
- Hold the Director of Marketing, Communications and Fundraising responsible and accountable for the delivery of fundraising against targeted outcomes, aligned with organisational strategy.

The management of SOI, and staff within the Marketing, Communications and Fundraising Department will be responsible for:

- Overseeing the management of fundraising activities as outlined below.
- Driving fundraising best practice informed by market insights, and the delivery of income growth to help secure the financial future sustainability of the organisation.

- Always conducting themselves with professionalism and communicating with fundraisers and all parties in a clear and transparent manner.
- Responding to queries and feedback openly, honestly, and within reasonable timelines.
- Corporate partnerships and third-party contracts.
- Ensure SOI's Donor Charter and Public Fundraising Compliance Statement remains relevant and implemented.

Any volunteers, third parties or corporates fundraising on behalf of SOI:

- Are encouraged to act in a respectful, honest and transparent manner always, while complying with all applicable legal requirements.
- Will be asked to ensure that prospective donors are aware of their status, i.e. volunteers, employees or third-party agents.
- Should not make unreasonably persistent approaches nor exert undue pressure on people to make donations to the charity concerned.
- Should not act in a manner inconsistent with this policy or cause or permit others to do so.
- Must not disclose any information obtained in confidence as part of the fundraising process without express prior consent.

Where an individual has conducted a fundraising event without prior notification to SOI, they will be informed 'after the fact' of the value of notifying the charity in advance for any future activities. They will be made aware of the standards expected so that the fundraiser can ensure any future events held meet those standards by a member of the Marketing, Communications and Fundraising (MCF) team.

6. Management of Fundraising Activities:

6.1 General Guidance

Where practical, SOI will make available to fundraisers the organisation's mission, programme; Donor Charter, Public Fundraising Compliance Statement and the CRA's Guidelines for Charitable Organisations on Fundraising from the Public along with any relevant policies or procedures. This information is to enable fundraisers to communicate SOI's charitable purpose and of the specific fundraising efforts in which they are involved.

Appropriate direction and/or training and support is available to enable fundraisers to effectively carry out their role in an open, honest and respectful manner and in compliance with applicable legal requirements.

Training is provided to fundraising volunteers and can be in certain circumstances to third parties where applicable and practical. All best practice resources will be made available online.

Fundraising Activities

Any individual or organisation interested in undertaking fundraising activity or making an approach to any party for any donation or grant in the name of Special Olympics Ireland is strongly encouraged to first contact SOI to seek authorisation and guidelines, and practical advice.

This is advised to ensure best fundraising practice is implemented, and to ensure that SOI can coordinate its fundraising activity. It will also protect the integrity of Special Olympics Ireland, our athletes, Board of Directors, sponsors, staff and volunteers, and guarantee that all necessary licences, insurances and indemnities are in place.

We ask staff and fundraising volunteers to organise fundraising events in line with any guidance provided and to conduct a risk assessment before organising an event. -

6.2 Insurance

Special Olympics Ireland holds public liability insurance for the Republic of Ireland and Northern Ireland which covers Special Olympics Ireland Staff and Volunteers for Special Olympics Ireland owned events. It does not cover individuals acting independently, third party fundraisers or events organised by companies. It does not cover third party fundraising events i.e. other companies or individuals or groups acting independently to raise donations for SOI. High risk fundraising events are not covered under SOI insurance such as skydiving, abseiling, A briefing note of any fundraising activities not already approved by the insurer should be submitted for-to the SOI's fundraising team for consideration.

6.3 Fundraising Permits

SOI staff and volunteers will seek the relevant Garda and/or PSNI permits for all public collections, or where no permit is necessary, permission from the relevant authority (e.g. Shopping Centre Management).

6.4 Cash Handling

Cash handling applies to cash collections carried out in public places, at events or on private property such as in a shop.

A cash handling procedure for all cash based fundraising events should be in place as part of event management to include the following:

- Security - Avoid leaving unsecure cash unattended at any event or in the office. Due care and caution should always be exercised.
- Storage – store in a secure and safe location such as a safe or a locked press in a locked room ideally within a secure sealed bag or locked box.
- Counting Cash – Arrangements for counting large amounts of cash should be put in place as part of the event management plan to ensure it is lodged to the bank as soon as possible to minimise risks.
- Cash should be counted and recorded by a minimum of two unrelated individuals, in a secure environment.
- Lodging - Cash should be lodged within 24 hours to minimise risk. Arrangements for banking large amounts of cash should be put in place as part of the event management plan to ensure it is lodged to the bank as soon as possible.

Where cash is lodged by recipient directly into a Special Olympics bank account the donor details, amount and lodgement reference should be notified in writing to the relevant office as soon as possible.

Receipt of cash donations at an SOI office:

- Money should be counted by a minimum of two people, agreed with the donor where relevant and possible, and their personal details noted for the purposes of issuing an official receipt and recording the donation on the fundraising system.
- If cash, cheque, postal order or bank draft are received via post this must be logged on the 'Funds Received' Sheet and signed by the Office Administrators / Front Office staff and a witness.

6.5 Digital Fundraising

Where donations are raised through electronic means, for example through our website or tap to donate machines, SOI will seek to provide a sufficient level of security to protect the confidentiality of donors' credit card and other personal details.

6.6 Financial Transparency & Accountability

Special Olympics Ireland ensures that all donations are tracked and recorded in accordance with SOI procedures. If an 'on the spot' acknowledgement letter is not possible for a staff member to issue, an official letter of acknowledgement will be sent to the donor within an appropriate period, aligned with industry standards.

Where donations are received using an online facility, donations will be acknowledged by a thank you page displayed after completion of the donation and/or an email receipt. The nature of evolving technology will mean an equivalent open, accurate and timely thank you and receipt process may be tested and used on occasion, depending on the device, channel and context.

Where funds are restricted i.e. received for a specific purpose; the fundraiser must advise SOI of their wishes so the funds can be apportioned to the purpose requested.

SOI implements a zero-tolerance culture to theft or fraud and any suspicions relating to such matters should be immediately raised with the Charity; who in turn may advise An Garda Síochána / Police Service of Northern Ireland (PSNI).

6.1 Donations Acceptance and Refusal

SOI is a politically neutral organisation and does not make donations to any political parties, organisations, or individuals engaged in politics. SOI Board Members, employees or volunteers will hold their own personal political views and activities but are not permitted to use the organisation's name or assets to promote their views.

SOI Board Members, employees or volunteers should not receive any personal benefit (individually or collectively) from donations offered to SOI. Where a personal benefit is tied to a donation, the donation, benefit, or both will be declined.

Donations will be accepted once they are given in good faith and serve the best interests of the organisation. SOI may refuse a donation if the actions of the donor do not support the vision, goals and objectives of the organisation; or whereby the cost to the charity will be greater than the value of the donation e.g. reputational damage. Donations will also be refused if the donation is dependent on conditions which are deemed unreasonable by the organisation.

6.2 Contracting Fundraisers

SOI does not hire or pay fundraisers for their activities. Contracts or partnerships may be formed as follows:

Third Parties: Fundraising by third party agents of scale should be the subject of a written contract specific as to the cost of the fundraising, The value of their use will be assessed to ensure that significant ROI on is obtained. Consideration will be given to the cost benefit analysis of third-party relationships, to ensure alignment with strategic fundraising objectives, and alignment with organisational strategy.

Corporate Partnerships: Before forming a partnership with a company, an assessment will be made by the Head of Corporate Partnerships of the potential benefit and the risks attached to the partnership.

Fundraisers must ensure that the charity receives all the money raised. Special Olympics Ireland is cognisant that volunteers give their time and skills free of charge. The organisation also recognises and is very appreciative of the fact that most volunteers do not seek to be reimbursed for costs that may be incurred from time to time. If genuine out-of-pocket expenditure is anticipated, prior approval

should be sought. Special Olympics only reimburses out of pocket expenses based which are pre-approved by the authorising person and supported by valid receipts.

6.3 Communication

SOI is accessible to the public through several contact options and through our feedback / complaint's mechanism via our website.

6.4 Confidentiality

Personal information will be held and processed by SOI in accordance with Data Protection legislation.

All fundraisers are required to observe our practice of non-disclosure of any personal or confidential information to which you may have access.

Where a third-party firm or agent is employed by a charity to fundraise, the public have a right to reasonably assume that any data they provide is held only by the charity and not by the third party.

7. Related Documents

- SOI Donor Charter - <https://www.specialolympics.ie/donor-charter>
- Public Fundraising Compliance Statement - <https://www.specialolympics.ie/public-compliance-statement>
- Feedback & Complaints - <https://www.specialolympics.ie/feedback-and-complaints>
- Charity Regulator Authority's (CRA) 'Guidelines for Charitable Organisations on Fundraising from the Public' - [guidance-for-fundraising-english.pdf](#)
- SOI Internal Procedures for Staff (Fundraising)