

Ethical Fundraising Policy

This template policy is provided for guidance only. It is recommended that your shed adapt this policy to meet your specific needs. For further assistance please contact Men’s Sheds of WA at admin@mensshedswa.org.au

To replace ‘Name of Shed’ with your sheds name, use your mouse to click on the yellow highlighter text, the text will appear to be bound in a grey box. Type the name of your shed and then using the mouse click out of the content box. All ‘Name of Shed’ references throughout the document will change to your sheds name.

Click on the edge of this disclaimer box and use the back space or delete key to delete it.

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| --- | --- |
| Responsible person | Name Surname |
| Version | 1.0 |
| Date approved by Committee | Click here to enter a date. |
| Scheduled review date | Click here to enter a date. |

**Introduction**

The Committee of [Name of Shed] is committed to ensuring that fundraising activities are carried out in an ethical manner.

This policy applies to the Committee, members, casual, permanent and contract staff and volunteers.

Committee members have the responsibility of ensuring the sustainability and viability of [Name of Shed], now and in the years to come. This includes ensuring that relevant funding is applied for and made available to support the activities of the [Name of Shed].

The Committee retains the responsibility for inspiring fundraisers, demonstrating the importance of fundraising to the organisation, and demonstrating their leadership in this area. To achieve this, Committee members should accept their key role in the fundraising process.

**Purpose**

The purpose of this document is to identify [Name of Shed]’s position on fundraising practice and to document the standards expected in raising funds.

**Policy**

[Name of Shed] will endeavor to only employ techniques that we would be happy to be used on ourselves.

In doing so, the [Name of Shed] will adhere to the following standards:

* Fundraising activities carried out by [Name of Shed] will comply with all relevant laws.
* Any communications to the public made while carrying out 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 [Name of Shed] stated Objects, mission, purpose and values.
* All personal information collected by [Name of Shed] is confidential and is not for sale or to be given away or disclosed to any third party without consent.
* Nobody directly or indirectly employed by or volunteering for [Name of Shed] shall accept commissions, bonuses or payments for fundraising activities on behalf of the [Name of Shed].
* No general solicitations shall be undertaken by telephone or door-to-door.
* Fundraising activities should not be undertaken if they may be detrimental to the good name or community standing of [Name of Shed].
* Financial contributions will only be accepted from companies, organisations and individuals the Committee considers ethical. Where there is uncertainty in a funders ethical credentials, this will require ratification at a Committee meeting.

Ethical Fundraising Procedures

# Responsibilities

The Committee of [Name of Shed] is responsible for the implementation and review of this policy.

All Committee members, members, casual, permanent and contract staff and volunteers are responsible for adhering to this policy.

# Procedures

The Finance Committee will oversee major fundraising tasks. The Finance Committee will report regularly to the Committee.

All fundraising activities must have the prior approval of the Finance Committee and the Committee, as recorded in Committee meeting minutes.

A statement estimating income and expenses will be prepared prior to the commencement of any new fundraising activity that may present a financial risk to [Name of Shed]. Fundraising activities should not be undertaken if they will expose the organisation to significant financial or reputational risk.

# Related Documents

* Code of Ethics

# Authorisation

[Signature of Committee Secretary]

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[Date of approval by the Committee]

[Name of Shed]