



Thrombosis Ireland CLG Fundraising Policy 2020

The Fundraising Policy complies with the Statement of Guiding Principles for Fundraising which was drawn up for the Irish Charities sector in the context of the Charities Act (2009). The Charities Act has the stated objectives of "...implementing agreed Codes of Good Practice in relation to the actual fund-raising operations..." The Statement sets out best practice for charities who fundraise from the public, based around core principles of respect, honesty and openness.

A full copy of the Statement of Guiding Principles for Fundraising is available at <https://www.charitiesinstituteireland.ie/guidelines>

Introduction

Thrombosis Ireland CLG ("Thrombosis Ireland") is proud of the high regard in which it is held by both the recipients of its services and its supporters. The purpose of this Fundraising Policy and associated Code of Conduct is to provide guidance to members of the organisation and the general public when fundraising money from all sources for Thrombosis Ireland.

Scope

This policy addresses general responsibilities in fund raising as well as specific responsibilities of Thrombosis Ireland fundraisers and donors.

Statement

We trust anyone raising funds in aid of Thrombosis Ireland to act with fairness, honesty integrity and openness. There are guidelines, policies and procedures in place to support fundraising activity.

Responsibilities

This policy is applicable throughout Thrombosis Ireland networks, to all individuals who raise funds from private, corporate, public or other sources.

- Those who are employed as fund-raisers are asked to sign the Code of Conduct
- Directors explicit agreement to adhere to the TI code of conduct is a condition of being a board director.

The Fundraising Policy of Thrombosis Ireland aim to:

- Provide a recognised accounting method: shall be used to track and control donations (receipt books, detailing donor (where available), purpose (where indicated) and amount). Provide a transparent account of what was spent, and the net proportion used for the purposes or cause.
- Provide a report on donations received from the public on the Thrombosis Ireland website. Inform Donors that they have the right to obtain complete and timely information on how their funds are used

- Ensure all fundraising activities with fundraisers are conducted under the name of Thrombosis Ireland and need to be registered with the Thrombosis Ireland Fundraising Office prior to the event.
- Encourage fundraisers to donate online where possible in order to eliminate the handling of cash.

Thrombosis Ireland Obligations to Donors include;

- Assurance that donations are used for the purposes for which they were given and if given unconditionally are used for Thrombosis Ireland objectives.
- Appropriate acknowledgment and recognition of the donation and as agreed with the donor with respect to the law, GDPR and ensuring full transparency. Acknowledgment of the donation may be expressly agreed with donor in certain situations, e.g. Corporate donations.
- Correct handling of the any personal or confidential information
- Access to making and responding to complaints.
- Using the donation for the purpose intended and where additional funding is raised in excess of what is required, utilising the remaining funding in a timely manner towards meeting the objective of Thrombosis Ireland.

Thrombosis Ireland aim for any Thrombosis Ireland fundraisers to:

- Comply, in all of their activities with Thrombosis Ireland's practices and policies
- Hold themselves accountable to those from whom funds are received
- Shall not exploit their position for personal gain
- Gain permissions for any fundraising activities using the Thrombosis Ireland logo and Charity contact information.
- Donate funds for the purpose for which they were raised and within a reasonable timeframe

The Responsibility of those Managing Fundraising Activities

Fundraisers and Fundraising charities, such as Thrombosis Ireland, commit themselves to the highest standards of good practice and to ensuring that all their fundraising activities are respectful, honest, open and legal.

Those responsible (or their designate, whether voluntary or paid) must:

- Be responsible for ensuring that fundraisers are aware of and can generally communicate the purpose of the organisation, are familiar with the Thrombosis Ireland fundraising and Volunteer policies and of the specific fundraising efforts they are involved in, documentation of same to be captured and archived;
- Ensure that appropriate training, education and information is available to fundraisers to enable them to perform their roles effectively;
- Included as part of the upfront induction / training;
- Where events are organised on behalf of Thrombosis Ireland, Thrombosis Ireland will work with that fundraiser to ensure they are aware of the standards expected and that the fundraiser will apply them to any further events they hold for the charity; documentation of same to be captured and archived.
- Fundraisers will be encouraged to ask donors to donate via iDonate or other agreed online platforms. Cash donations are discouraged.

- Ensure that all public collections have a Garda permit, or where no permit is necessary, permission from the relevant authority (such as for collections in church grounds)
- Ensure that the recruitment process screens potential recruits to indicate suitability (subject to data protection regulations)
- Comply with the ICTR (Irish Charities Tax Research) good practice factsheet on handling cash and non-cash donations.
- Be generally responsible to explain to the public how fundraising is organised and to help educate the public about the realities of resourcing charitable organisations.
- Where specific questions are received these should be answered openly and honestly. The principle of informing the charity in advance and adhering to these standards will be highlighted as much as possible by the organisation.

Review of Fundraising Policy

If you do have a comment about any respect of our work, you can contact Thrombosis Ireland in writing or by telephone or email.

In the first instance, your comment will be dealt with by our CEO. Please give us as much information as possible and let us know how you would like us to respond, providing relevant contact details.

Write to: The CEO Thrombosis Ireland, Unit 4, Terenure Enterprise Centre, 17 Rathfarnham Road Dublin 6W Dublin, Ireland - D6W YW11, Tel: +353 87 3634828 ,

Email info@thrombosisireland.ie

References:

- Charities Act 2009
- Statement of Guiding Principles for Fundraising, <https://www.charitiesinstituteireland.ie/guidelines>
- Charities Institute Ireland, Cash and no Cash handling
- Guidelines for Charitable Organisations on Fundraising from the Public, CE GLS 8.2.1 003 Rev 000.
- Garda Permits for Cash Collection.

Supporting Documents

- Fundraiser and volunteer induction pack
- Volunteer Policy
- Communications policy

Fundraising Policy to be reviewed annually

Adopted by the Board on 27 November 2017

Reviewed by the Board 28th May 2018, Dec 1st, 2018 and on 26th August 2019

Reviewed by the Board 14th of December 2020

Annemarie O'Neill, Founder	Mel Duignan, Chairman / Treasurer (until role filled)	Lauren Carey, Company Secretary
Karen Collins	Ann O'Sullivan	Garrett Brennan
Barbara Wiseman	Gordon Stewart	Brian Carberry

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William Morrin	Noel Carberry	Guvanch Meredov
	Deirdre Kelly	Stephen Dowdall Treasurer