

Fundraising Procedures

Produced by :-	Learner Services/Centres Manager		
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	Finance & Estates Committee	02/06/08	Minute 1454
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Preamble to the Policy

Equal Opportunities

The College shall comply with the Sex Discrimination Act 1975, the Race Relations (Amendment) Act 2000, the Disability Discrimination Act 1995 (as amended by the Special Educational Needs and Disability Act 2001), the Rehabilitation of Offenders Act 1974, the Human Rights Act 1998 (or any enactment modifying or replacing them) and all relevant statutory duties in respect of equal opportunities.

Special Educational Needs and Disability Statement

The College shall have particular regard to the provisions of the Disability Discrimination Act 1995 (as amended by the Special Educational Needs and Disability Act 2001) in respect of this policy.

The Act applies to people who are disabled according to the definition of disability in the DDA 1995. That is, a disabled person is someone who has a physical or mental impairment which has an effect on his or her ability to carry out normal day-to-day activities. That effect must be:

1. Substantial (that is, more than minor or trivial), and
2. Adverse, and
3. Long-term (that is, has lasted or is likely to last for at least 12 months or for the rest of the life of the person affected).

The College is committed to take all reasonable steps to implement or adjust the policy taking in the circumstances of each individual. Reasonable steps may include, for example, alternative format documents, special arrangements for meetings.
(Please note the examples are not exhaustive).

Coleg Morgannwg Charitable Fundraising Procedures

1. Introduction

The College encourages students and staff involvement in raising funds for good causes. However, such activity must happen within a framework that ensures funds are handled correctly, activities are commensurate with the College environment, and that they are organised not to unduly disrupt College life. Activities must be risk assessed, insured and properly managed.

2. The Procedure

- 2.1 Anyone wishing to undertake fundraising on College premises must firstly seek permission from the College by contacting the Learning Services Officer. In doing so consideration will be given to the appropriateness of the activity, cause and clashes with other activities. Applicants should use Annexe 1 for this. Note that applications must be made in good time so that sufficient time is available to give it thorough consideration (at least 2 weeks before the start of the activity).
- 2.2 A member of staff must take responsibility for the activity e.g. course tutor.
- 2.3 A risk assessment and consideration of legal and insurance matters must be undertaken and reported on Annexe 1. e.g. licence from council to collect in public.
- 2.4 All collecting buckets and containers must be sealed and at least 2 people responsible for a container (note: that the campus offices have some collecting boxes/buckets that may be borrowed). The collecting tins will be clearly marked with the name of the college – the cause being collected for and a contact member of staff.
- 2.5 Collection containers must be opened in the presence of at least 2 people who will jointly count and certify the amount and where it is then sent.
- 2.6 A financial summary of each charitable collection run on College premises must be sent to the Learner Services Officer within a week of the close of collecting. The summary will be per Annex 2.
- 2.7 ***Cash must be kept securely, placed in the campus safe until it is banked or passed on.***
- 2.8 Finance section should be contacted to have advice on getting the funds to the recipient.
- 3 The Learner Services Officer will annually compile a summary of the events and amounts raised and publish this.

3. Conclusion

- 3.1 These procedure will be reviewed periodically and updated if necessary

**Coleg Morgannwg
Application for Permission to Fundraise at College**

Name of Person Applying

Are you staff or student:

Contact Address

Contact Telephone number

Name of member or staff supervising this request:

The name of the Cause funds will be raised for?

What date(s) will this be done?

What activities will be carried out to raise funds?

Have Health and Safety risks been assessed? YES / NO

Have legal requirement been assessed? YES / NO

To what address will the funds raised be sent?

Will sealed collection containers be used? YES / NO

Will at least 2 people be present when funds are collected and counted? YES / NO

Will the Head of Student Services be given a summary of the funds received? YES / NO

Signed By: _____ **Date:** _____
Applicant

Signed By: _____ **Date:** _____
Supervising member of staff

Send completed form to the Learner Services Officer for consideration

