

INTRODUCTION

The Board of the Paul Sartori Hospice at Home Service is committed to ensuring that fundraising activities are carried out in an ethical manner.

This policy applies to the Board, staff, and volunteers and will be a guide for members of the general public raising funds on behalf of the charity.

PURPOSE

The purpose of this document is to identify the Paul Sartori Hospice at Home Service's position on fundraising practice and to document the standards expected in raising funds from the community.

POLICY

The Paul Sartori Hospice at Home Service's fundraising principle is that we will only use techniques that we would be happy to be used on ourselves.

We concur with the Fundraising Regulator's promise to be open, honest, fair, and legal. This policy seeks to cover the ethical issues and social responsibility within fundraising.

The organisation will adhere to the following standards:

- The Paul Sartori Hospice at Home Services will comply with the Charity Commission, UK law and the Fundraising Regulator's scheme, including those regarding openness and honesty with our supporters and members of the public.
- Any communications to the public made in the course of 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 organization's stated mission and purpose.
- All personal information collected by Paul Sartori Hospice at Home Service is confidential and is not for sale or to be given away or disclosed to any third party.
- No general solicitations shall be undertaken by telephone or door to door (Door to door will operate only with the appropriate notice and license)
- We will respond promptly to requests to cease contact or complaints and act as best we can to address their causes.
- Fundraising activities should not be undertaken if they may be detrimental to the good name of the Paul Sartori Foundation.
- Financial contributions will only be accepted from companies, organisations and individuals that the Board considers ethical. Companies and organisations excluded explicitly from making financial contributions to Paul Sartori Hospice at Home Service include pharmaceutical/tobacco/alcohol and arms companies.

RESPONSIBILITIES

The Board is responsible for the implementation and review of this policy.

All Board members, staff and volunteers are responsible for adhering to this policy.

PROCEDURES

A Fundraising Sub-Committee is formed to oversee significant fundraising tasks. The Fundraising Sub-Committee will regularly report to the Board, including submitting meeting minutes at Board meetings.

All fundraising activities costing over £2000.00 must have the board's prior approval, as recorded in Board 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 the Paul Sartori Foundation. Fundraising activities should not be undertaken if they will expose the organisation to significant financial risk.

Contacts for reports and complaints:

Toni Dorkings, Fundraising Coordinator

Sandra Dade, Charity Manager

Ros Raymond, Chair of the Fundraising Committee and Trustee on behalf of the Paul Sartori Foundation Board

Paul Lister, Chair on behalf of the Paul Sartori Foundation Board

Contact Details:

Paul Sartori Hospice at Home Service

Paul Sartori House

Winch Lane

Haverfordwest, SA61 1RP

Tel: 01437 763223

Reports and complains can also be made directly to.

The Fundraising Regulator

2nd floor, CAN Mezzanine Building, 49-51 East Road, London, N1 6AH

T: 0300 999 3407

E: enquiries@fundraisingregulator.org.uk

Originator: Sandra Dade, Charity Manager

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Next Review: January 2023

Approved by Ros Raymond

Signed by:

Date of Trustee Meeting: 31.03.2021