

Public Fundraising Policy

(Adopted in Committee Meeting 2nd April 2001)

This policy has been written in recognition that public fundraising events affect the public perception, reputation and image of LGEC. Public fundraising should not only raise money but should also enhance (or at very least not damage) LGEC's reputation.

Fundraising events include: benefit concerts and other social events, raffles, prize draws, appeals and any other means of raising money from members of the public. The following apply to all such events:

1. All public fundraising events undertaken in LGEC's name and raising money either for LGEC directly or by LGEC on behalf of partner organisations should be approved in advance by the LGEC Management Committee, who will base their decision on whether or not to approve an activity on a range of factors including the ability, experience and track record of the organiser(s) in running and organising such events.
2. Events should comply with all laws and voluntary codes of good practice regulating fundraising activities (the LGEC library contains a number of useful publications) Event organisers should make sure they are familiar with all the relevant legislation, guidance for good practice etc.
3. The purpose for which the money is being raised should be clear on all publicity and other material produced for the event, together with contact details of LGEC and the registered charity number (reference should be made to the fact that we are registered as the Lancashire Development Education Group - as on the LGEC letterhead).
4. In soliciting prizes for raffles etc:
 - The purpose for which the raffle is being held should be made clear
 - For prizes solicited by letter, a letter of thanks should be sent acknowledging receipt of the prize.
 - All donors should be informed (verbally or by letter, as appropriate) how much money was raised and the purpose to which it was put.
 - A list of prizes received should be maintained and care taken to ensure all prizes received are displayed / promoted as appropriate. (LGEC could be in trouble if we solicit prizes and then fail to produce them for the purposes for which they were donated!)

If we observe these courtesies we are much likely to be offered a prize next time round.
5. In organising any social or other fundraising events we should make sure these are planned carefully and organised in an efficient manner that promotes LGEC as a professional and competent organisation. Such events should be in keeping with LGEC's values and vision and where possible should also contribute to LGEC's aims and objectives.