



## **Nurture Africa Fundraising Policy**

September 2024

### **INTRODUCTION**

The Board of Nurture Africa and its staff are committed to ensuring that fundraising activities are carried out in an ethical manner in line with the ***Charities Act 2009*** and the ***Charity Regulators Guidelines for Charitable Organisations on Fundraising from the Public***.

This policy applies to the Board of Directors, all Nurture Africa staff and its volunteers.

### **PURPOSE**

The purpose of this document is to identify Nurture Africa's position on fundraising practice and to document the standards the organisation expects in fundraising efforts when seeking support from the public, donors and any other aspects of fundraising activities.

### **POLICY**

Nurture Africa's guiding fundraising principle is to ensure that the organisation, fundraisers and its volunteers uphold good practice, protect the reputation of Nurture Africa and encourage public trust and confidence in the organisation.

In doing so, the organisation will adhere to the following standards:

- Comply with the law and recognised standards.
- Protect the charity from undue risk.
- Show respect for beneficiaries, donors and the public by ensuring that all communications to the public made in the course of carrying out a fundraising activity are truthful and non-deceptive.
- Follow open and transparent practice in order to uphold high standards of fundraising by ensuring that all monies raised via fundraising activities will be for its stated purpose and will comply with the organisations stated mission and vision.
- All personal information collected by or provided to the organisation is confidential and will not be disclosed to a third party without the subjects written consent
- Fundraising activities should not be undertaken if they may be detrimental to the good name or community standing of Nurture Africa.

## **Responsibilities**

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

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

## **Procedures**

Nurture Africa fundraising is predominantly carried out by individuals or groups whom have been accepted to the Nurture Africa Overseas Volunteer Programme. The procedures outlined below must be adhered to by Nurture Africa staff and volunteers/individuals when fundraising activities are being undertaken.

It is the responsibility of Nurture Africa volunteer coordinators to ensure:

- A Fundraising Handbook and policy is provided to fundraisers
- Fundraising Resources (including an up to date project information sheet to answers questions from the public) are provided to fundraisers
- A copy of Nurture Africa's Public Liability insurance policy which is required to fundraise in public is provided upon request.
- Fundraisers are provided with Nurture Africa branded collection buckets, branded t shirts and Identification tags are worn and clearly visible. These tags will include the name of the individual who is fundraising, the charity's name, logo, contact details and Registered Irish Charity Number.
- A Garda Permit has been attained by any volunteer /individual fundraising on public land. Written confirmation or permission must be attained for fundraising activities on private land.
- All collection buckets and t-shirts provided to fundraisers are noted by number and ensure that these are returned upon completion of the fundraising activity.
- They have informed volunteers/individuals of their obligation to inform Nurture Africa of the manner, date and times and outcome of their fundraising activities.

Volunteers/individuals fundraising for Nurture Africa must ensure:

- Fundraising activities undertaken will not expose yourself or Nurture Africa to significant risk both financially and/or medically.
- Volunteers explicitly state in writing if personal costs are being included in fundraising activities.
- Nurture Africa is informed in writing that personal costs are being fundraised for prior to commencement of fundraising activities.
- Nurture Africa cannot refund fundraising if any single person, persons or group: (1) withdraws from the Nurture Africa Volunteer Programme or fundraising event at any point and for any reason (2) requests a return/rebate of money raised and transferred to the Nurture Africa bank account, (either by direct transfer/lodgement or through an online fundraising platform), to cover the cost of personal expenses, including if the fundraising target is surpassed.
- The name and reputation of Nurture Africa is respected and upheld to the highest degree through each individual fundraisers physical presentation, actions and words.

- All fundraising initiatives involving the public such as raffles, prize draws etc. must be conducted truthfully, transparently and comply with all legal and advertising regulations
- An ID tag provided by Nurture Africa is worn and visible for the duration of a fundraising activity taking place in public.
- You have taken the time to familiarise and educate yourself on the projects, mission and vision of Nurture Africa in order to answer any questions from members of the public.
- All borrowed fundraising resources such as branded buckets and t-shirts are returned to Nurture Africa either physically or by post upon completion of fundraising events.
- Personal online fundraising pages should be set up through [www.idonate.ie](http://www.idonate.ie) or [www.enthuse.com](http://www.enthuse.com) only. No other fundraising platforms are recommended by Nurture Africa.
- Proceeds from fundraisers are transferred/lodged as soon as is possible, with details of lodgement including total amount, date and reference code provided to your Volunteer/Fundraising Coordinator and onwards to Nurture Africa senior management and accountant for verification purposes.
- You can provide any person querying your fundraising activities with contact details for Nurture Africa staff and/or the Nurture Africa office.
- You notify Nurture Africa staff immediately of any issues or concerns relating to your fundraising event

All major fundraising tasks/initiatives will be reported to the CEO and Board of Directors and recorded in meeting minutes at Board meetings.

All major stand-alone fundraising activities must have the prior approval of the CEO and Board, 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 Nurture Africa. Fundraising activities should not be undertaken if they will expose the organisation to significant financial risk.

Nurture Africa must ensure that systems and procedures are in place to enable donors, potential donors and the public to notify the charity of their questions, comments or complaints related to fundraising activities and ensure that all feedback, in particular any complaint, is responded to and addressed within a specified time frame.

## **Review**

This Policy will be reviewed in September 2025 unless it is deemed necessary to do so beforehand.