

BISHOP'S STORTFORD COLLEGE

ESTD 1868

Fundraising Policy

1. Introduction

- 1.1 The purpose of this document is to set out the College position on fundraising practice and to document the standards expected in raising funds from its constituents. It applies to all sections of the College, including the Pre-Prep, Prep School, Senior School and the Development Office (working in the name of the Stortfordian Foundation).
- 1.2 The Governing Council of the College is committed to ensuring that fundraising activities are carried out in an ethical manner, and they are responsible for the implementation and review of this policy. The responsibility for carrying out the periodic review is delegated to the Development Working Group.
- 1.3 All members of the College, whether they be permanent staff, casual employees, contract staff or volunteers, must adhere to this policy.

2. Standards

- 2.1 Bishop's Stortford College (the College) will adhere to the following standards:
 - Fundraising activities carried out by the College will comply with UK law.
 - The College will abide by the standards for good fundraising practice, as set out by the UK Fundraising Regulator.
 - If an individual wishes to make a complaint about the College's fundraising, the College's fundraising complaints procedure will be followed. This is published on the Stortfordian Foundation portal <https://stortfordianfoundation.org/> and is also available on request.
 - Any communications to the College's constituents made in the course of carrying out a fundraising activity shall be truthful and non-deceptive.
 - All money raised via fundraising activities will be for the stated purpose of the appeal and will comply with the College's stated mission and purpose.
 - All personal information collected by the College is confidential and is not for sale. The College's data protection policies set out the full detail on how the College manages personal data.
 - Nobody directly or indirectly employed by or volunteering for the College shall accept commissions or bonuses for fundraising activities.
 - The Development Working Group will oversee the governance of the College's fundraising programme. The Development Working Group provides reports regularly to the Governing Council.

- All fundraising activities must have the prior approval of the Executive and will be discussed with the Development Working Group as recorded in 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 College. Fundraising activities should not be undertaken if they will expose the College to an inappropriate financial risk.
- Fundraising activities should not be undertaken if they are detrimental to the good name or community standing of the College. Financial contributions will only be accepted from individuals, companies, or other organisations that the Governing Council considers to be ethical. A report on fundraising will be prepared by the Director of Development on behalf of the Development Working Group for inclusion in the annual Trustees Report and financial accounts.
- The College will not engage in any intrusion on privacy, be unreasonably persistent in fundraising or place undue pressure on its constituents to donate. If any person objects to any or all types of fundraising carried out by the College, this will be noted on the Development Office's database so that future appeals (and/or methods of approach) are not made to that individual.