

CROSBY UNITED JUNIOR FOOTBALL CLUB

FUNDRAISING POLICY



Name of Organisation	Crosby United
Address	Foxhills Sports Ground, Foxhills Rd, Scunthorpe, DN15 8LH
Date Policy Agreed	Aug 2023
Date of Next Review	Aug 2025
Signature	 Chairman

1. POLICY STATEMENT ON FUNDRAISING

The values held by Crosby United are:

Transparency - Fundraising promise to the general public, members and our existing supporters is that our fundraising, in all its forms, is:

- Legal,
- Open,
- Honest and respectful.

2. THE POLICY

- We will be honest about how donations are used to fulfil our mission, open about the methods we use to raise funds and who we work with, respectful to the wishes, preferences, personal information and circumstances of the people we interact with and we will take all steps necessary to comply with the law and sector fundraising practice standards.
- We will take responsibility for our actions, ensuring that our fundraising is carried out in line with the Code of Fundraising Practice.
- Nobody directly or indirectly volunteering for Crosby United shall accept commissions or bonuses for or undertake fundraising activities on behalf of Crosby United without prior

engagement, agreement, permission or discussion with Crosby United committee (Quorum).

- We will respond appropriately to the individual needs of our donors.

3. LEGAL REQUIREMENTS: This policy and related procedures takes into account the following legal requirements and regulatory codes, standards and guidance:

- Fundraising Regulator Code of Fundraising Practice • Institute of Fundraising Treating People Fairly Guidance • Gambling Act 2005 • Mental Capacity Act 2005 • Bribery Act 2010 3. Fundraising compliance 3.1 Age UK Sutton Trustees take ultimate responsibility for fundraising compliance. • Charities Act 1992 • Data Protection Act 2018 • General Data Protection Regulation (GDPR). • Safeguarding Vulnerable Groups Act 2006 • Equality Act 2010 • Payment Card Industry Data Security Standards (PCI-DSS).
- All sponsors, donations, grants and gifts must be conveyed to the treasurer at the earliest possible opportunity accompanied by a description of the purpose and planned spend/activities.
- To include date of gift received • other special instructions i.e. is this a specified or unspecified donation, for example: Does the donor require notification of when the donation was spend or what it was spent on? • Upon receipt of a unique donation (i.e. restricted (for a specific purpose) or unrestricted (for any charitable purpose) donation);
- Sponsorship arrangements (for example of events) will be clearly publicised and conflicts of interest considered as part of event risk management;
- Fundraising Collections - will ensure that all fundraising collection is carried out sensitively to protect the organisation's reputation in the mind of the public and will ensure that adequate permission for a static collection is obtained, and can evidence this sufficiently where required; and that all collectors can be clearly identified
- Handling of Cash Donations – volunteers and coaches will adhere to the following good practice when handling cash donations resulting from face-to-face activities:
- Cash must be collected, counted and recorded by two unrelated individuals and counted in a secure environment, wherever possible.
- Unsecured cash must never be left unattended or in an unattended environment
- Cash must be banked as soon as is practicable
- Cash not banked immediately must be placed in a safe or other secure location and record kept of donors.
- The team manager/coach shall be responsible for maintenance and compliance of a record of donors and prospects, and accountable to the club/members.
- Records of paid fees shall be kept for 1 season
- Records of funding sponsors, fundraised activities shall be kept for 3 years after they have been identified as a prospect, whichever is sooner.
- All Sponsor money raised within the name of and purposes of CROSBY UNITED JFC will be paid into *the* Crosby United JFC bank account for audit and transparency purposes.
- Any purchases require proof of receipt and presented and kept by treasurer for audit and transparency purposes.
- If a Donor should wish to purchase kit and equipment on behalf of Crosby United and as such pay directly for equipment and hitherto donate, then no proof of purchase of transfer of funds is required.

Name of team / age group	Signature	Date