

# FUNDRAISING POLICY



EOPD.ie is committed to ensuring that fundraising activities are carried out in an ethical manner. EOPD.ie is a non-profit charity with the mission to provide information and support to people diagnosed with Parkinson's, their families and carers. We believe no one should face Parkinson's alone. All donations solicited on behalf of the EOPD.ie shall be used to further this mission and follow the policies and procedures outlined below. As a charitable organisation seeking donations from the public, EOPD.ie aims to comply with the [Statement of Guiding Principles for Fundraising](#)

## **Purpose of the Fundraising Policy**

The purpose of this policy is to outline procedures/guidelines on fundraising practice and to document the standards expected in raising funds from the community.

## **Principles of the policy**

EOPD.ie funds shall be solicited in a respectful manner and without pressure.

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

- Fundraising activities carried out by the EOPD.ie will comply with all relevant laws.
- EOPD.ie ensures that all donations are tracked, recorded, and comply with data protection requirements.
- The EOPD.ie prepares financial reports consistent with the requirements of the Charities Act 2009.
- Any communications to the public made while carrying out a fundraising activity shall be open, truthful, and non-deceptive.
- All monies raised via fundraising activities will be for the stated purpose of the appeal and will comply with the EOPD.ie mission statement and purpose.
- All personal information collected from donors by the EOPD.ie is confidential and is not to be given away or disclosed to any third party without prior consent.
- Nobody directly or indirectly employed by or volunteering for the EOPD.ie shall accept commissions, bonuses, or payments for fundraising activities on behalf of the EOPD.ie.
- No general solicitations shall be undertaken by telephone or door-to-door.
- Fundraising activities should not be undertaken if they may be detrimental to the ethos, good name or community standing of the EOPD.ie.
- Financial contributions will only be accepted from bequests, companies, organisations and individuals the Board considers ethical.

## **Donor Charter for Fundraising**

This Donor Charter has been produced to assure donors and prospective donors of the integrity and accountability of the EOPD.ie activities. As a non-profit charity seeking donations from the public, the Board of Directors, volunteers, and any third parties acting on our behalf aim to achieve the highest

professional standards and to treat our donors with respect, honesty, and openness.

EOPD.ie commitment is to that of our donors and prospective donors.

- Donors will be informed of EOPD.ie mission and any donated resources solicited on behalf of the EOPD.ie will be used to further this mission.
- Donors will receive prompt, truthful, and forthright answers to questions they may have in relation to the EOPD.ie.
- Donors will be informed of the identity of those serving on the EOPD.ie Board of Directors.
- Donors will be assured that their donations will be used for the intended purpose for which they were given.
- Donors will receive timely and appropriate acknowledgment and recognition of their donations.
- Donors will be assured that their right to privacy is protected in compliance with Data Protection. No information referring to them or their donation will be shared with a third party without seeking prior permission.
- Donors can expect that all relationships with individuals representing the EOPD.ie will be dealt with professionally and in a fair and transparent way.
- Donors will be informed whether those seeking donations are volunteers or third parties acting on behalf of EOPD.ie.
- Donors will have easy access to the agreed procedures for making and responding to complaints.

### **Organising Fundraising Events**

When holding a fund-raising event, the parties concerned must first seek permission from the Fundraising Working Group of the EOPD.ie. The fundraising events must be in keeping with the ethos of the EOPD.ie. If bucket collections are being carried out or organized as part of an event, Garda permits are required from your local Garda station in advance of the event.

### **Cash and Non-Cash Handling**

Cash handling procedures are important to protect EOPD.ie from fraud, theft, or embezzlement; to protect volunteers from accusations of dishonesty, and to assure donors and prospective donors that their donations are used for the purpose for which they were given.

The key principles to governing cash handling are;

All cash (including cheques, postal orders, drafts, credit cards, and gift card donations) is recorded at the point of entry and should be capable of being traced through to the EOPD.ie bank account. All cash is banked and acknowledged at the earliest possible opportunity.

Cash at all times is to be counted by two authorised representatives of the charity.

### **Handling of Cash**

#### **General**

- Cash received must be collected, counted, and recorded by two individuals.
- Cash must be counted in a secure environment and held in a secure place until it is possible to bank it.
- Income summaries should be made at the point of counting for reconciliation with banking details at a later stage.
- Deductions must not be made from cash received. Expenses (where previously agreed) must be met by the EOPD.ie after receipt of the cash.
- A receipt must be given to the donor recording the amount of the donation, the donor's details, the source of the donation, and the purpose for which the donation is being made (if relevant). If the total amount is not known at the point of handover, this should be recorded on the receipt as 'not yet counted'. Receipts for cash will match the amount logged into EOPD.ie bank account. Cash receipts will not be issued by default for cash amounts below and including €50.
- Acknowledgments must be issued, where requested and where practical, to third party donors e.g. a coffee morning participant, fundraising event sponsor etc. This serves to ensure that the donor receives official confirmation that their donation arrived and will be used for the purpose the donor intended.

- All donations are to be recorded including taking note of those made for specific purposes to ensure donors' wishes are met.
- Where EOPD.ie is unable to apply the donation for the specific purpose nominated by the donor, EOPD.ie will immediately communicate with the donor and deal with that donation in a manner satisfactory to the donor which may include returning the donation.
- It is best practice to acknowledge all donations however it may not be either practical or cost-effective to do so. A decision can be made as to the level of donations above which an acknowledgment to the donor is practical.
- All cash handlers must have suitable banking bags for counting and bagging up the money.

### **Banking**

- Wherever possible, cash should be banked immediately. Night safe facilities should be considered for large amounts banked outside working hours.
- In a situation where cash cannot be banked immediately, it is to be placed in a sealed container in a secure place. Cash can never be left unattended or in an unattended environment. Cash should be banked the next day and where practical, for security reasons two people should bank the cash.

### **Reconciliation**

At the earliest possible date, reconciliation should be made between cash received and banked and income summaries.

### **Cash Handling and Events**

#### **Planning**

- If possible, tickets should be sold prior to an event to reduce the need for cash collection on the day of the event.
- All tickets for sale must be pre-numbered, the sale of tickets and takings from sales must be reconciled.
- One individual should be nominated with overall responsibility for overseeing cash handling.
- Consider ways in which cash can be held securely during the event, for example, through the use of secure collection buckets.

#### **At The Event**

- When issuing quantities of tickets or programs to sellers, the sellers should sign for the quantity received.
- Unsold tickets or programs must be returned and reconciled with the record of cash received from each seller.
- Discrepancies should be investigated without delay.
- To avoid sellers accumulating significant amounts of cash, pre-designated collectors should collect cash. Alternatively, secure cash-receiving locations should be available to sellers.
- Collections must be recorded on a summary with a signature from the sellers stating the amount of cash collected.
- At the end of the event, all final amounts including floats must be collected and recorded from all locations.
- An EOPD.ie tap and go machine can be used to collect money at an event.

### **Handling of Non-Cash Donations**

Non-cash donations/collections may comprise of cheques, postal orders, credit card details, online donations, gift cards, or other means. These non-cash donations may be handed over in person at an event or maybe received through the post.

#### **Handling Postal Donations**

- All posts should be opened in the presence of two volunteer members.

- All postal donations must be recorded at the point of entry (includes cash, cheques, drafts, postal orders, credit card or gift card donations).
- All postal donations must be held in a secure location until they are banked.
- All donations must be acknowledged in a timely manner as early as possible (with an exception during particularly busy periods).
- Where possible EOPD.ie would prefer via online systems.

### **Responsibilities**

It is the responsibility of the EOPD.ie board to develop an appropriate policy on fundraising. It is also the Chairperson's responsibility to annually review and update this policy.

It is the responsibility of the EOPD.ie Board of Directors to approve the policy on fundraising.

It is the responsibility of all Board members, volunteers, and others acting on behalf of the EOPD.ie to be familiar with and comply with the fundraising policy.

### **Review of policy**

The policy on Fundraising will be reviewed annually by the board of EOPD.ie.

Any changes to the policy on fundraising will be agreed by the Board and notified to volunteers and contracted third parties.