



Registered Charity No:1169176

Contact 0300 3035252

www.littlelifesavers.org

info@littlelifesavers.org

Policy Name	Fundraising Policy
Date Reviewed	1 April 2024
Next Review	1st April 2025



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Little LifeSavers Fundraising Policy

Little LifeSavers is committed to responsible fundraising practice. We aim to register with the Fundraising Regulator when our income exceeds £50,000 and have signed up to the fundraising promise.

All fundraising by Little LifeSavers volunteers or members of staff must be in line with the [Code of Fundraising Practice](#). This makes sure that all fundraising is legal, open, honest and respectful.

Trustees must take responsibility for the fundraising activities. Trustees can ask others to do specific fundraising activities, but they're still responsible for making sure all fundraising activity follows this policy and the Code of Fundraising Practice.

You can get in touch with our executive team on 0300 303 5252 or by email at info@littlelifesavers.org.

Expectations

All volunteers and members of staff fundraising for Little LifeSavers must make sure their fundraising is:

- **Open:** Be clear with the public about what you're fundraising for, and make sure they have all the information they may need to make an informed decision. This might include details about what the fundraising is for, what charges an online fundraising platform has, and your relationship to Little LifeSavers.
- **Honest:** You, or your fundraising materials, must never mislead anyone. Never take advantage of a donor's error.
- **Respectful:** You must always be polite and respectful. Never pressure someone into donating, and never take advantage of any donor who might be in vulnerable circumstances.

Volunteers or members of staff responsible for fundraising for Little LifeSavers must make sure that:

- Funds raised for a particular purpose are used for that purpose.
- Any conditions attached to a donation are followed.
- Funds are never raised for a purpose which isn't in line with our charitable objectives.
- Children under the age of 16 never have overall responsibility for handling or counting money when fundraising.
- Accurate financial records are kept in line with our finance policy.
- Any complaints are reported in line with our complaints policy, or someone who wants to make a complaint is directed to our complaints policy.



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- Any serious concerns about Little LifeSavers fundraising practices are reported directly and within 24 hours in writing to the Little LifeSavers chairperson Barbara Stanley at barbara@littlelifesavers.org. Examples of serious concerns include criminal offences, breaches of any legal or professional obligations, a breach of the Code of Fundraising Practice, or deliberate concealment of any of the above.

Little LifeSavers Staff who fundraise for another charity must:

- Get permission from Little LifeSavers before doing any fundraising activity for another charity.
- Tell donors where the funds are going- i.e. to which charity and what they will be used for
- Comply with those charities fundraising policy and procedures

This policy explains Little LifeSavers approach to accepting, returning, or refusing donations. It applies to all Little LifeSavers volunteers, members of staff, and trustees at all levels.

It explains:

- The types of donations Little LifeSavers can accept.
- When 'know your donor and donation' checks should be done on donations.
- When a donation can or must be refunded or refused.

This policy applies to all donations made to Little LifeSavers at all levels.

Definitions

- Code of Fundraising Practice – the standards that apply to all fundraising in the UK.
- Donation – a sum of money or gift with cash value that's given to Little LifeSavers. This doesn't include gifts in kind given to individual people, but does include gifts in kind given to the organisation.
- Donor – a person or organisation who gives money to a charity.
- Fundraising Regulator – the independent regulator of charitable fundraising in England, Wales and Northern Ireland.
- Little LifeSavers – Our charity
- Relevant charity regulator –the Charity Commission in England and Wales, the Charity Commission for Northern Ireland, and the Office of the Scottish Charity Regulator in Scotland.
- Trustees – defined in law as 'the persons having the general control and management of the administration of a charity'. At the unit level the leader, assistant leaders and leaders in training are typically the trustees, but could also include administrators who act as treasurers. Trustees have specific responsibilities under charity law.



Policy statement

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All charity trustees must always act in the best interest of their charity. Trustees have the ultimate responsibility for decisions about accepting donations.

Little LifeSavers aims to register with the Fundraising Regulator. All donations must be accepted, refused, or returned in line with the [Code of Fundraising Practice](#).

This means that most donations to Little LifeSavers can and should be accepted. This includes:

- Cash of any amount.
- Publicly traded shares at fair market values.
- Land and buildings.
- Personal property.
- Gifts in kind such as - but not limited to - venues, catering and advertising.
- Gifts in wills, which are also called legacies.

Anonymous donations should be accepted, unless there's anything unusual about the amount or circumstances.

Little LifeSavers will not refuse or return donations, except in exceptional circumstances.

Where possible, Know your donor and donation

Little LifeSavers takes a risk-based approach to accepting, refusing, and returning donations.

This means you may need to do some checks about a donor or donation before it's accepted, particularly when it's from an organisation or for a single large sum (over £1000) This is to make sure you:

- Know who the donor is.
- Can assess any risks to Little LifeSavers if the donation is accepted.
- Can check it's appropriate for Little LifeSavers to accept a donation from a donor.
- Are confident the donation isn't from an illegal or inappropriate source.
- Can check that any conditions attached to the donation are appropriate and can be accepted.

It's the responsibility of trustees to determine when this is needed. This responsibility is often given to members of staff.

Small and regular donations are unlikely to be an issue. But large sums should be verified wherever possible. What's considered unusual will vary depending on source, as well as by the amount, type, and circumstances of the donation. For example, a local small business might donate £1000 or £2000 but a much larger sum would be unusual and would need to be confirmed.



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Refusing donations

Donation will only be declined when:

- There is reason to believe it could be from an illegal or inappropriate source.
- Accepting the donation would harm the charity, and the risks of accepting the donation outweigh the benefits. If a donor's values don't align with Little LifeSavers, this isn't enough of a reason to refuse their donation. But if accepting their donation might mean losing the same amount or more from other donors, or losing volunteers, then refusing the donation may be the right decision.
- There is risk or evidence that the donor isn't able to make an informed decision about donating.

Returning donations

Under charity law, and like with all registered charities, donations will only be refunded in certain circumstances including:

- If the terms and conditions of the gift allow it to be returned.
- Where the law allows the gift to be returned in particular circumstances, or if there's a compelling moral reason to do so.
- When there are reasonable grounds to believe that the donor lacked the capacity to make an informed decision to make a donation.

Depending on the circumstances, there may be restrictions on whether a donation can be returned. The relevant charity regulator may need to give permission for this.

If you suspect any illegal activity or have serious concerns about any donation made or offered to you, please contact the Executive team on info@littlelifesavers.org.uk.

Expectations

As a trustee, or any volunteer or member of staff involved in accepting, refusing, or returning a donation, you must:

- Never refuse or return a donation without good reason.
- Be able to explain the reasons why you refused or returned a donation. This includes keeping accurate records of money coming in or out, in line with our finance policy.
- Know your donor and donation, where appropriate