



Muscular Dystrophy Ireland: Fundraising Code Of Practice

This Code is intended to outline good practice on fundraising by Muscular Dystrophy Ireland. It is not intended to cover every single aspect of events, but it does aim to raise awareness of the areas that need to be considered and the types and levels of controls that should be put in place.

This Code sets out the core fundraising principles of Muscular Dystrophy Ireland and addresses the key fundraising practice carried out at events in respect of cash handling.

Muscular Dystrophy Ireland is fully committed to achieving the standards contained within the Statement of Guiding Principles for Fundraising.

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Part 1: Core Principles

1.1 Commitment to our Donors

Muscular Dystrophy Ireland shall respect the rights, dignity and privacy of its donors. It shall not put undue pressure on anyone to make a gift and where someone does not want to give or wished to cease giving, that decision will be respected.

Muscular Dystrophy Ireland shall respect the rights of donors to be informed about the causes for which the charity is fundraising, to be informed about how their donation is being used and to have their names deleted from mailing lists or databases if so requested.

Donors have the right to be assured that their gifts will be used for the purposes for which they were given.

If **Muscular Dystrophy Ireland** invites the general public to donate to a specific cause, then the charity will have a plan for handling any shortfall or excess.

Donors have the right to be informed of the status and authority of those soliciting donations. E.g. donors will be informed if fundraisers are employees, volunteers etc.

1.2 Conduct of our Fundraisers

Our fundraisers shall:

Conduct themselves at all times with integrity, honesty and trustworthiness. They will act openly and ensure donors are not misled.

Ensure that their actions enhance the reputation of themselves and **Muscular Dystrophy Ireland**.

Not represent conflicting or competing interests without the consent of the parties involved.

Not exploit any relationship with a donor, prospect, volunteer employee for personal benefit or misuse their authority or office for personal gain.

Comply with the laws of the land which relate to their professional activities, both in letter and in spirit.

1.3 Responsibility of Management

Muscular Dystrophy Ireland will:

Always act in an honest manner and be truthful in all its dealings.

Ensure that fundraisers are aware of and can generally communicate the purpose of **Muscular Dystrophy Ireland** and of the specific fundraising efforts they are involved in.

Ensure that fundraisers are aware that they must disclose if they are employees of **Muscular Dystrophy Ireland**.

Provide clear and adequate, written or verbal information to the public about any relevant follow up.

Ensure that particular caution is exercised when soliciting from people who may be considered vulnerable.

Where donations are raised through electronic means, e.g. website, the level of security applied shall be sufficient to protect the confidentiality of donors credit card and other personal details.

Ensure all public collections have a Garda Permit, or where no permit is necessary, permission from the relevant authority (such as collections in church grounds).

Ensure there is signed confirmation that data are kept securely and confidentially and in compliance with the Data Protection Acts 1988 and 2003.

Be generally responsible for explaining to the public how fundraising is organised and to help educate the public about the realities or resourcing of charitable organisations.

To answer honestly all reasonable questions about its fundraising activities and fundraising costs and to do so within a reasonable timeframe.

Part 2 - Handling of Cash Donations

2.1 Cash handling guidance is important to:

Protect the organisation from fraud, theft or embezzlement;

Protect staff or volunteers from accusations of dishonesty or the temptation to commit fraud;

Assure donors that their donations are used for the purpose for which they were given;

The general guidance applies to all cash handling situations such as: appeals, fundraising events, ticket sales, refreshment sales, programme sales, raffles and shop trading.

2.2 General

Cash received ought to be collected, counted and recorded by two unrelated individuals.

Cash should be counted in a secure environment and held in a secure place until it is possible to bank it.

Income summaries ought to be made at point of counting for reconciliation with banking details at a later date.

Records should be made of donations for specific purposes to ensure donors' wishes are met.

Deductions must not be made from cash received. Expenses must be met (where previously agreed) by **Muscular Dystrophy Ireland** after receipt of cash.

2.3 Floats

Issue sensible levels of floats that ought to be signed for by a nominated individual.

Where petty cash expenditure is paid from the float, this ought to be recorded separately and receipts kept.

Floats and any sale monies received ought to be kept separate from the cash handler's personal money.

No float ought to be left unattended or in view at any time.

2.4 Events

Where applicable, endeavour to sell all tickets or other merchandise beforehand to reduce the need for cash collection on the day.

Make pricing of tickets or other merchandise or goods for sale sensible in order to minimise cash handling.

All tickets for sale ought to be pre-numbered, and sales and takings reconciled.

Nominate one individual with responsibility for cash handling.

Consider ways in which cash can be held securely e.g. money belts.

Issue round quantities of programmes with sellers signing for the quantity received.

Unsold tickets or other merchandise ought to be returned and reconciled with the record of cash received from each seller. Discrepancies ought to be investigated without delay.

Cash-receiving locations and pre-designated collectors should be notified to sellers.

Collections ought to be recorded on a summary with a signature from the sellers signifying the amount of cash collected.

All final amounts including floats ought to be collected and recorded from all locations at the end of the event.

2.5 Volunteers:

It is essential that all volunteer cash handlers are given clear instructions from which to work.

Verify competence and integrity of volunteer cash handlers, where possible.

Instructions relating to children collecting money should state that they ought to be accompanied by an adult at all times and the relevant documentation in regard to pledged monies should be available for inspection by the sponsors.

Ensure that there is adequate insurance cover and that cash handlers understand and follow the conditions of that cover.

Charters for volunteer conduct during specific Fundraising Campaigns will be established in separate campaign-specific charters which will establish clear expectations and requirements of volunteers under the guidelines outlined above.