



# SKIP Fundraising Policy

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## Introduction

This policy covers SKIP's fundraising activities across all areas within SKIP. For the purposes of this policy, fundraising means to ask for money or other property for charitable, benevolent or philanthropic purposes, and it covers fundraising methods that requires consideration of UK Law.

- It is the responsibility of SKIP Branches to ensure that their fundraising activities are compliant with this policy, supported by their National Committee (NC), Buddy and Mentor.
- SKIP's NC, Trustee and Alumni fundraising activities and their compliance with this policy will be monitored where needed by their NC, Trustee and alumni peers.
- It will be the responsibility of SKIP recruited and "in-aid-of" volunteers to ensure their own fundraising activities are compliant with this policy
- The policy will be incorporated into SKIP's activities, discussed at events, and utilised as a framework for all fundraising activities in conjunction with the SKIP By-laws

This policy takes into account the [Fundraising Regulator code of conduct](#). SKIP is registered with the Fundraising Regulator and it is important both legally and ethically that we abide by the code of conduct.

### 1. Key definitions

Term	Definition
<b>Designated funds</b>	This is money raised by a SKIP branch with branch related costs in mind, but with the added safety net, that the money can also be used to cover wider charity costs. Therefore, publicity material for fundraising events should state that money raised will go towards the branch, or if not used for this purpose, contribute to wider charity costs. The benefit of this approach (and why it is being encouraged by the Charity Commission) is that trustees can repurpose designated money, if the original purpose for fundraising is no longer needed, for example if a planned intervention does not go ahead.
<b>Non-designated funds</b>	This is money raised for the general purposes of the charity, and following discussion with the trustees, can be spent on anything so long as it is in accordance with the charity objectives. This might occasionally happen at a national level, but generally we try to encourage raising money for an identifiable cause.
<b>Restricted funds</b>	The term restricted funds is only valid in a few situations in SKIP. It is money which is raised or donated for a specific purpose, sometimes with a stipulated time frame. For example, money is donated to the I Ahmed fund to be spent on SKIP interventions or a student union might donate money to go towards travel to SKIP training events. In order to use this money for a different purpose, trustees have to follow a legal process to change the restriction. In the rare situation you have a donor who would like to make a donation to your branch for a specific purpose (and thus

Term	Definition
	make the funds restricted) please inform your branch buddy and the National Treasurer.
<b>SKIP recruited volunteer</b>	A volunteer that is recruited by a SKIP branch for the purpose of volunteering at a SKIP summer project or branch related activities.
<b>“in-aid-of” volunteers</b>	A volunteer who is raising funds either on their own or with others for SKIP, independent of the charitable institution. In some cases, the SKIP members will know about the activity before receiving money raised and in other cases SKIP members may not be aware. If SKIP members are aware, we encourage sharing useful resources (e.g. this policy).

## 2. Behaviour when fundraising

### 2.1 General principles

- 2.1.1 SKIP’s fundraising activities must be legal and must be open, honest, and respectful.
- 2.1.2 SKIP members and volunteers must be polite to people at all times.
- 2.1.3 SKIP members and volunteers must not unfairly criticise or insult other people or organisations.
- 2.1.4 SKIP members and volunteers must not encourage a donor to cancel or change an existing donation in favour of a donation to SKIP.

### 2.2. Asking for Support

- 2.2.1 SKIP members and volunteers must not continue to ask a person for support if that person clearly indicates that they do not want to continue the conversation, it is important to end the conversation in a polite way.
- 2.2.2 While reasonable persuasion is allowed, SKIP members and volunteers must not fundraise in a way which is an unreasonable intrusion on a person’s privacy, is unreasonably persistent or places undue pressure on a person to donate.

### 2.3 Informing Donors and treating people fairly

- 2.3.1 The fundraising materials used must not mislead anyone, or be likely to mislead anyone, either by leaving out information, by being inaccurate or ambiguous or by exaggerating details.
- 2.3.2 SKIP members and volunteers must not take advantage of mistakes made by a donor.
- 2.3.3 SKIP members and volunteers must take all reasonable steps to treat a donor fairly, so that they can make an informed decision about any donation.
- 2.3.4 Donors should be thanked, either verbally, or in writing and when requested, given information as to where their donation was spent. If requested, information relating to fundraising costs will be made available to donors to ensure transparency.

### 2.4 Accepting, refusing and returning donations

- 2.4.1 SKIP members and volunteers must not refuse or return donations, except in exceptional circumstances and in accordance with this policy (see [ethical fundraising policy](#) section).

- 2.4.2 In the event that a donation is refused, SKIP members and volunteers must keep a record of the decision and the reasons for it.
- 2.4.3 SKIP members must only refund donations after consulting the National Treasurer and/or Trustee responsible for Treasury.

## 2.5 Complaints procedure

- 2.5.1 In the event that members of the public need to file a complaint, SKIP members and volunteers should be able to explain the process. Please see SKIP Complaints Policy [here](#).

## 3. Communications when fundraising

SKIP manages fundraising through designated funds (see [section 1](#) for definition). When publicising fundraising, SKIP branches can refer to specific interventions, but should also mention the current project and branch, including running costs, as an aim for fundraising. SKIP branches should also explain that should the fundraising be unable to be used for that purpose, it may be used for costs within the wider charity.

Please ensure the following standardised phrase is included in all fundraising publicity whether virtual or in person:

*"Any money raised will go towards SKIP (branch), or if not able to be used for this purpose, wider charity costs"*

For branches that are currently in country selection stage, fundraising will be designated to the SKIP branch. Once a project country has been chosen, all existing and future fundraising will be further designated to include the project country.

In a few select circumstances it may be that SKIP branches has some restricted funds (see [section 1](#) for definition). Examples of these include the I Ahmed award, where the prize must be spent as per the proposal and intervention discussed within this. Alternatively, some branches do receive grants from Student Unions which generally tend to specify what they should be used for. If SKIP branches have some restricted funds in the account, it is important these are labelled as such within the accounts tool to ensure they are spent on the specified purpose. SKIP branches should inform the branch buddy and the national treasurer if there are any restricted funds.

SKIP members and volunteers must make sure fundraising publicity includes all information that is required to be included by law, for example, registered charity status or number, full company name and registered office if this applies. At the minimum, please include the following where applicable:

**Students for Kids International Projects (SKIP)**

**Registered charity 1099804 (England and Wales) and SC040556 (Scotland).**

## 4. Processing Donations

### 4.1 Virtual Fundraising

The use of Virgin Money Giving enables us to administer online fundraising and donations that is in line with GDPR law. If SKIP members and volunteers are using other methods to fundraise, please see SKIP's privacy notice [here](#) to ensure compliance in processing donations.

### 4.2 Face to face fundraising

- 4.2.1 SKIP members and volunteers must not leave unsecured cash unattended.
- 4.2.2 SKIP members and volunteers must count cash in a secure place.
- 4.2.3 SKIP members must make sure that all cash collected is counted and recorded by two unrelated branch committee members, wherever possible.
- 4.2.4 SKIP members must make sure that cash donations are placed in a sealed container or collecting box.
- 4.2.5 All funds should be paid in within 48 hours of a fundraising event or transferred from an SU account within 1 week of a fundraising event as appropriate.

### 4.3 Accountability

- 4.3.1 SKIP branches should detail fundraising activity on the relevant tools, and this will be used in an annual National fundraising audit as well as being provided to the relevant regulatory bodies.
- 4.3.2 Branches are also required to document expenditure in the treasury tools so donors can see where the money has been spent.
- 4.3.3 Financial reports are published in the SKIP Annual Report.

## 5. SKIP-recruited and “in-aid-of” volunteers

- 5.1 If SKIP recruited volunteers (see [section 1](#) for definition) are fundraising for a SKIP branch or national purposes, SKIP branch committee members must give any training and support that SKIP recruited volunteers may need to fundraise in a way that is legal, open, honest and respectful. This can be done by sharing the Fundraising policy and/or inviting SKIP recruited volunteers to national training.
- 5.2 If SKIP recruited volunteers (see [section 1](#) for definition) are fundraising for personal funds i.e. to cover personal costs for the project, SKIP recruited volunteers must abide by the SKIP by-laws section 10.3
- 5.3 If a SKIP member becomes aware of any activity by “in-aid-of” volunteers (see [section 1](#) for definition), SKIP members must tell “in-aid-of” volunteers the following:
  - Use the expression ‘in aid of’ SKIP when fundraising, to distinguish their fundraising from SKIP’s fundraising; and
  - “in-aid-of” volunteers are responsible for organising all aspects of their fundraising and that SKIP will not accept any liability.

## 6. Lotteries, prize competitions and free draws

If SKIP members intend to run a lottery, prize competition or free draw for fundraising, it is important to follow any gambling regulations that may apply, including laws relating to the process of allocating prizes fairly.

## 6.1 Definitions and Applicable Law

### 6.1.1 The law in England, Wales and Scotland

Lotteries include Raffles / tombolas / sweepstakes / some other activities.

In the law of England, Wales and Scotland, a lottery is a type of gambling which has three essential characteristics:

- You must pay to enter the game.
- There is always at least one prize.
- Prizes are awarded purely by chance.

The **Gambling Act 2005** created six categories of lotteries.

1) Private lotteries, including, private-society lotteries, work lotteries and residents' lotteries.

2) Lotteries held at events (known as 'incidental lotteries').

3) Customer lotteries. (Please note that, as customer lotteries cannot make a profit, they are not suitable for fundraising.)

4) Small-society lotteries.

5) Large-society lotteries.

6) Local-authority lotteries. (These are run by local authorities and so are outside the scope of the SKIP.)

**Lotteries which fall within categories 1 and 2 do not need a licence or permission from any authority if SKIP meets the rules that apply. Tombolas, lotteries and raffles held at events which fall within category 2 are a common type of fundraising. These do not need a licence or permission from any authority.**

### 6.1.2 The law in Northern Ireland

Lotteries in Northern Ireland must meet the [Betting, Gaming and Lotteries \(NI\) Order 1985](#), as amended by the [Betting and Lotteries \(NI\) Order 1994](#) and as added to by the [Lotteries Regulations](#).

There is no legal definition of a lottery in the law of Northern Ireland.

Under the order, all lotteries are unlawful unless they are:

1. small lotteries which are a small part of exempt entertainment (that is, entertainment which does not need a licence);
2. private lotteries;
3. **society lotteries; or**
4. part of the National Lottery.

**The definition of "society lotteries" includes charitable purposes. Meaning SKIP's lottery fundraising activities (only if funds raised is for SKIP) do not need a licence or permission from any authority.**

## 6.2 Definition of a Lottery

In simple terms a lottery is a kind of gambling that has three essential elements:

- payment is required to participate
- one or more prizes are awarded
- those prizes are awarded by chance

An arrangement is a **simple lottery** if:

- people are required to pay to participate in the arrangement
- in the course of the arrangement one or more prizes are allocated to one or more people in a class
- the prizes are allocated by a process which relies wholly on chance

An arrangement is a **complex lottery** if:

- people are required to pay to participate in the arrangement
- in the course of the arrangement one or more prizes are allocated to one or more people in a class
- the prizes are allocated by a series of processes
- the first of those processes relies wholly on chance.

### 6.3 Incidental Lotteries

*An incidental lottery is one that is incidental to an event. The lottery must be promoted wholly for a purpose other than that of private gain i.e. the lottery can only be promoted for SKIP not private gain*

Incidental lotteries must comply with conditions set out in Schedule 11 of the Gambling Act 2005 and related Statutory Instruments 1 and includes the following:

- The promoters of the lottery may not deduct more than £100 from the proceeds in respect of the expenses incurred in organising the lottery, such as the cost of printing tickets, hire of equipment etc
- No more than £500 can be deducted from the proceeds for prizes. Other prizes may be donated to the lottery and there is no maximum limit on the value of donated prizes. **SKIP suggests this be kept to a minimum, and in line with projected profit from the event, and where possible to only use donated prizes.**
- The lottery cannot involve a rollover of prizes from one lottery to another
- **Tickets can only be sold at the location and during the event.** The results of the lottery can be drawn at the event or after it has finished. It is recommended that the organisers of the lottery make it clear to participants when the result of the lottery will be decided.
- Small Lotteries Explained: <https://www.gamblingcommission.gov.uk/PDF/Organising-small-lotteries.pdf>

### 6.4 The Draw

If, for any reason, the draw date needs to be delayed from that shown on the ticket, SKIP members must take all reasonable steps to make sure that everyone who has bought a ticket knows about the change, and discuss this with the issuer of the licence (if applicable).

### 6.5 Free Prize Draws

*The Gambling Act does not apply to prize competitions and free draws as long as they meet the conditions set out in the act. The Gambling Commission has no regulatory responsibilities relating to genuine prize competitions and free draws, but it does monitor the boundary between them and lotteries to make sure that schemes claiming to be prize competitions or free draws are not illegal lotteries.*

- To be a **prize competition** you must make sure that anyone taking part has a level of knowledge or judgement or displays an element of skill that will prevent a significant proportion of people from entering or from winning a prize.

OR

- To be a **free draw** the arrangement must either be completely ‘free’ to enter, as defined in the Gambling Act, or have a free method of entry, which must also be as accessible as and no less convenient than paying to enter. Anyone taking part using the free method must have the same chance of winning as they would if they paid to enter.

**When conducting a ‘free prize draw’, SKIP requires all members and volunteers to use the following wording on comms and online giving pages:**

*‘To enter the free prize draw, we are asking for a **suggested donation** of £X to be in with the chance of winning.’*

## 7. Appendix 1: Ethical Fundraising Policy

This document sets out guidance for SKIP members when conducting fundraising activities and accepting monetary/non-monetary donations. In following this guidance, we hope to uphold our reputation as a charity and respect the SKIP vision and values whilst maintaining strong relationships with our collaborating organisations and beneficiaries and valuing our responsibility to the donor.

### 1. Assessing Donors

1.1. It is inappropriate and unethical for SKIP to accept donations from organisations which contravene the aims and values of SKIP. This can be in terms of their produce e.g. weapons, or in terms of the effect which they have upon society e.g. being detrimental to healthcare and development, limiting access to essential medicines, implementing unsustainable or poorly-researched interventions, promoting child labour or breaching human rights. Therefore, SKIP recognises the importance of assessing donors before we approach or accept donations from them.

1.2 SKIP will not accept any donations from any individual or company associated with the arms trade. This includes any company which:

- produces or trades in weapons or technology which can be used to inflict or potentiate serious harm upon any person during conflict
- promotes the trade of arms through sponsorship of an arms producer.

1.3 If the potential donation is worth more than £200 or is an unspecified amount at the time of application, advice should be sought from the National Treasurer and/or Trustee responsible for Treasury.

1.4 Before a donation is accepted, the following questions should be reviewed, using reliable sources of information. Branches should consult the National Treasurer and/or Trustee responsible for Treasury if any answers fall in to the Red/Amber zones.

Question:	Yes	No	Unsure
1. Is this donor known to have acted in such a way which would contravene the aims and values of SKIP?			

Question:	Yes	No	Unsure
2. Is the donor known to have acted in such a way which would contravene the aims and values of SKIP's collaborating organisations?	Yes	No	Unsure
3. Is the donor known to have acted in such a way which would cause direct or indirect harm to any human being or society?			
4. Has the donor been under media scrutiny recently which could have damaged their public image?	Unsure	No	
5. Does the donor make its accounts and reports available to the general public?	No	Unsure	
6. Will this donation significantly increase SKIP's ability to further its charitable objectives?	No	Yes	
7. Will the donor sign an agreement declaring that the donation has not been derived from criminal or unethical activity?	No	Yes	
8. Would SKIP feel comfortable being linked to the donor?	No	Yes	
9. Is the power-balance between SKIP and the donor comfortable and reasonable?	No	Yes	
10. Are the conditions laid out by donor on receipt of the donation reasonable?	No	Yes	

1.5 If a donor is deemed appropriate, the donation should be documented clearly on the branch treasury tools or national accounts. If this is a regular donation, this should also be detailed for future reference.

#### Resources available for assessing donors

- [www.corporatecritic.org](http://www.corporatecritic.org)
- [www.corpwatch.org](http://www.corpwatch.org)
- [www.corporatewatch.org](http://www.corporatewatch.org)