



Sussex Archaeological Society: Code of Fundraising Practice

Introduction

The Sussex Archaeological Society is committed to its charitable aims, and fundraises in order to achieve these aims. This document outlines the Society's dedication to ethical and responsible fundraising.

All staff, volunteers and trustees of the Sussex Archaeological Society involved in fundraising have a responsibility to be aware of, and have a thorough understanding of, the issues referred to in this document.

Policy

The Sussex Archaeological Society will adhere to the following standards:

- We will always be open, honest, fair and legal in our fundraising activities;
- We will comply with the law as it applies to charities and fundraising in all situations;
- We will not put undue pressure on prospective donors;
- We will not solicit donations where individuals are in vulnerable circumstances;
- We will never undertake fundraising activities which may be detrimental to the good name or community standing of the Society;
- We will abide by all laws and best practice concerning data protection;
- We will refuse donations from individuals and organisations whose activities could cause detriment to the Society's reputation, contradict the Society's own aims and values, or are in breach of the law;
- We will manage our resources responsibly and always consider the impact of our fundraising on donors, supporters and the wider public;
- We will ensure that all fundraising communications shall be clear, truthful and non-deceptive;
- We will openly report on how donations are spent, and ensure that donations are always used for the purposes specified;
- We will respect the privacy and contact preferences of all donors;
- We will respond promptly to fundraising complaints, or requests to cease contact, and act to address these issues;
- We will never offer commissions, bonuses or payments for fundraising activities carried out by third parties on behalf of the Society;
- We will utilise the Fundraising Regulator's Code of Fundraising Practice as a guide to best practice;
- We will follow Charity Commission guidance and requirements in all of our activities.

Responsibilities

The Society's Board of Trustees (the Council) is responsible for the implementation and review of this policy.

All staff, volunteers and trustees of the Sussex Archaeological Society involved in fundraising are responsible for adhering to this policy.

Procedures

A Society Fundraising Group will oversee the Society's major fundraising tasks. The Fundraising Group will report on its activities regularly to the Council.

All major fundraising activities must have the prior approval of the Council, and be agreed upon by the Fundraising Group.

A statement estimating income and expenses will be prepared prior to the commencement of any new fundraising activity that may present a financial risk to the Society. Fundraising activities should not be undertaken if they will expose the organisation to significant financial risk.

Agreement to the Code of Fundraising Practice

I agree to abide by the standards outlined in the Sussex Archaeological Society's Code of Fundraising Practice.

NAME: _____

TITLE: _____

DATE: _____

SIGNATURE: _____