



**Fundraising Policy for Summer Fields School Trust Ltd (Charity No. 309683) and the Maclaren Foundation (Charity No. 1112215) (“the charities”)**

**Guidelines and Code of Practice**

Introduction:

These guidelines serve to ensure that the charities comply with legal requirements and good practice and follow the key principles and behaviours as set out by The Institute of Fundraising in *The Code of Fundraising Practice* to be Legal, Open, Honest and Respectful.

Summer Fields’ Code of Practice for Fundraising:

- The school and the Maclaren Foundation are subscribing members of the Fundraising Regulator and therefore all fundraising activities are carried out in accordance with the standards set out by the Code of Fundraising Practice.
- A copy of the charities Donor Charter (our promise to our donors) is available on the Summer Fields website. Gifts of £25,000 and over are pledged by signing and returning a Statement of Intent.
- All fundraising for and on behalf of the school and the Foundation is to be undertaken by the Development Department of the school.
- The Development Director has direct responsibility for all fundraising and reports directly to the Headmaster, the Chairman of the Governors and the Foundation as appropriate.
- The Headmaster together with the Development Director will agree and decide on the projects which will be fundraised for in any given academic year.
- All fundraising priorities, as part of the overall Fundraising Strategy, are to be agreed by the Headmaster, Governors and Development Director and Foundation trustees.
- All suggestions and projects requiring fundraising should be passed **in writing** in the first instance to the Development Director outlining the purpose of the project, the benefits of the project, estimated costs and timeframe.
- On no account should any member of staff approach or ask a parent(s) or alumnus or Trust for funding whatsoever. Failure to comply with this may result in disciplinary action being taken.
- All funds raised for a particular cause must be used for that particular cause.
- The charities are fully accountable and, as such, will report on all monies raised and how those monies have been spent. The Donor Report will be published by the Development Department each year at the end of the financial year and individual reports as requested by funding bodies will be produced by The Development Department in accordance with the regulations set out by the funding body.