



## **Fundraising Policy - PANDAS Foundation**

**Updated:** January 2024- RB

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### **Introduction**

This policy sets out how we - PANDAS Foundation - manage the ethical issues and social responsibility within fundraising.

Specifically, we aim at all times to be open, honest, fair and to operate in a legal way that meets not only the law, but also fundraising regulation and best practice, including the Code of Fundraising Practice.

Everyone who is involved in fundraising has a responsibility to be aware of and comply with the ethical issues and procedures in this policy.

We will be honest about how donations are used to fulfil our mission, open about the methods we use to raise funds and who we work with, respectful to the wishes, preferences, personal information and circumstances of the people we interact with and we will take all steps necessary to comply with the law and sector fundraising practice standards

We will take responsibility for our actions, ensuring that our fundraising is carried out in line with the Code of Fundraising Practice.

Supporters have a right to expect us to provide clear, truthful information on our work, including reporting on how we spend the funding we are given and managing donors' information responsibly.

The fundraising activities covered by this policy include but are not exclusively limited to:

- Money which has been raised through fundraising events
- Money which has been donated as a result of a fundraising appeal
- Corporate sponsorship/donations
- Pledges (for example fixed crowdfunding)
- Money left in a legacy for the benefit of PANDAS Foundation

### **1. Purpose**

**1.1** The purpose of this fundraising policy is to establish guidelines and principles for all fundraising activities conducted by the PANDAS Foundation. This policy aims to maintain transparency, accountability, and ethical standards while supporting the foundation's mission.

### **2. Compliance with Laws and Regulations**

- 2.1** All fundraising activities will comply with relevant laws and regulations governing charitable organisations.
- 2.2** PANDAS Foundation will obtain all necessary permits and licences required for fundraising activities as per the legal requirements.
- 2.3** PANDAS Foundation is a member of the Fundraising Regulator and will comply with the Regulator's terms and conditions.

### **3. Ethical Standards**

- 3.1** Fundraising activities will be conducted with honesty, integrity, and respect for donors, volunteers, and the community.
- 3.2** PANDAS Foundation will not engage in deceptive or misleading practices in any fundraising efforts.
- 3.3** Donor privacy and confidentiality will be strictly maintained in accordance with applicable laws and PANDAS Foundation's [privacy policy](#).
- 3.4** Nobody directly or indirectly employed by or volunteering for PANDAS Foundation shall accept commissions or bonuses for fundraising activities on behalf of PANDAS Foundation.
- 3.5** No general solicitations shall be undertaken by telephone or door-to-door to the public.

### **4. Use of Funds**

- 4.1** Funds raised will be used exclusively for the purposes outlined in PANDAS Foundation's mission statement, unless donors explicitly specify otherwise.
- 4.2** Clear records of all donations and their allocation will be maintained and made available upon request, subject to compliance with GDPR.

### **5. Donor Relationships**

- 5.1** Donors will be treated with appreciation, respect, and gratitude for their contributions, regardless of the donation size.
- 5.2** Regular and transparent communication will be maintained with donors regarding the foundation's activities, impact, and financial status.
- 5.3** If our fundraisers or those employed by PANDAS Foundation identify signs of vulnerability, they will respond appropriately and according to the principles of being legal, open, honest and respectful.
- 5.4** If supporters wish their donation(s) to be used in a specific way, or for a specific purpose, they may make a restricted donation by providing written instructions with their donation. We will always respect this.
- 5.5** We will always be respectful. We will be mindful of and sensitive to any particular need that a donor may have.
- 5.6** We will treat donors fairly. We will not discriminate against any group or individual.
- 5.7** We will respond appropriately to the individual needs of our donors. We will consider all requests to adapt our approach (tone, language, communication technique) to suit the needs and requirements of the donor.
- 5.8** If an individual shows signs of possible vulnerability, we will:

- Consider communication preferences.
- Not make assumptions about him/her.
- Summarise anything that has been decided or agreed in plain English.

We:

- Will not place any undue pressure on individuals to donate.
- Do not either solicit nor accept donations from anyone whom we know or think may not be competent to make their own decisions.
- Are sensitive to any need that a donor may have.

**5.9** We will undertake reasonable due diligence of donors, to ensure they don't hold views or are involved in activities that might be incompatible with our role and damage our reputation. We will also consider issues, such as suspicious donations, or managing large anonymous gifts, or those from vulnerable individuals.

## **6. Fundraising Expenses**

**6.1** PANDAS Foundation will be unable to reimburse expenses which occur as a result of an individual's fundraising activities, unless agreed in writing prior to fundraising carried out.

## **7. Fundraising Strategies**

**7.1** PANDAS Foundation will employ diverse and ethical fundraising strategies, avoiding any tactics that might compromise the foundation's reputation or values.

**7.2** Efforts will be made to engage in sustainable fundraising practices that minimise environmental impact where possible.

## **8. Commercial Partners**

**8.1** We will not partner with any organisation that produces goods/services or acts in a way that is contrary to our charitable objects, or values.

**8.2** We are aware of and comply with the Charity Commission [RS2 – Charities and Commercial Partners](#). We will ensure that any commercial agreement represents a fair deal for the charity and:

- Clearly establishes what we expect to gain from it, prior to entering into an agreement.
- Set up appropriate systems to monitor and review the partnership.
- Take appropriate steps to identify and manage any risks.
- Ensure from the outset that the expectations of both the charity and the company have been agreed and.
- Can be managed effectively and appropriately.

**8.3** A commercial participator agreement must be signed by both parties before any advertising for fundraising takes place for products. This agreement will set out agreed social media advertising, if necessary.

## **9. Reporting and Accountability**

**9.1** PANDAS Foundation will produce regular reports on fundraising activities, detailing funds raised, expenses incurred, and their impact on the foundation's mission.

**9.2** The trustees will oversee and review the fundraising activities regularly to ensure compliance with this policy.

## **10. Bullying and Abuse**

**10.1** PANDAS Foundation has zero tolerance for abuse, including discrimination, bullying and sexual harassment, not only for fundraising staff and volunteers, but for anyone who is involved with our charity. We will maintain a culture of respect and equality, will ensure that there are processes to raise concerns that everyone is aware of and is confident to use and we will deal with any allegations of abuse promptly, sensitively and in accordance with employment and any other laws.

## **11. Amendments to the Policy**

**11.1** This fundraising policy will be periodically reviewed and updated by the board of trustees/head of charity/fundraising manager to adapt to changing circumstances or regulations.

## **12. Adoption and Acknowledgment**

**12.1** All staff and volunteers involved in fundraising activities for PANDAS Foundation will be made aware of this policy and required to comply with its provisions.

## **14. Communication Policy**

**14.1** PANDAS Foundation will communicate with fundraisers, donors, and supporters exclusively via email to ensure clear, accurate, and auditable records.

**14.2** PANDAS Foundation will not discuss fundraising matters by telephone. This policy protects both parties by maintaining written documentation of all agreements, instructions, and information.

## **15 Fundraiser Withdrawal or Event Non-Attendance**

**15.1** If a fundraiser does not attend an event, fails to complete an event, or cancels for any reason, PANDAS Foundation is unable to refund any donations or entry fees. All donations made in support of the fundraiser are considered charitable gifts and are non-refundable.

## **15.2 Fundraising for Unregistered Third-Party Events**

If an individual fundraises for PANDAS Foundation as part of an external event **that PANDAS Foundation has not officially registered with**, the individual is fully responsible for:

- Managing their own event registration.
- Ensuring compliance with the event provider's terms.
- Any costs, liabilities, or cancellations related to their participation.

PANDAS Foundation cannot be held responsible for issues arising from involvement in unregistered third-party events.

### **15.3 Non-Transferability of Donations**

Donations raised for a specific event are not transferable to another event, fundraiser, or purpose.

This ensures transparency and accountability regarding how funds are raised and used.