



## **Guidelines for Charitable Organisations on Fundraising from the Public**

The board resolves to adopt the Guidelines for Charitable Organisations on Fundraising from the public and confirms that AkiDwA is committed to complying with the Guidelines and will endeavour to:

- 1. Adhere to the core principles of respect, honesty and integrity along with transparency and accountability:**
  1. Respecting the rights, dignity and privacy of donors, clients, beneficiaries and the public.
  2. Ensuring fundraising occurs in a respectful and truthful manner.
  3. Responding to reasonable questions about fundraising activities and fundraising costs in an honest and timely manner.
  4. Making information about our purpose, activities and governance available to the public.
  5. Taking responsibility for actions taken by AkiDwA and being able to explain, clarify and justify such actions.
- 2. Demonstrate its commitment to donors by:**
  1. Agreeing and making known a Donor's Charter consistent with the Guidelines for Charitable Organisations on Fundraising from the public, containing commitments regarding access to financial statements, the causes for which the charity is fundraising, the use of donations made and the status and authority of those soliciting donations.
  2. Having a clear procedure for the handling of complaints and feedback.
- 3. Ensure high standards of fundraising practise by:**
  1. Ensuring fundraisers are committed to the highest standards of good practise by providing information and training on the Guidelines for Charitable Organisations on Fundraising from the Public.
  2. Ensuring that all fundraisers when fundraising on behalf of AkiDwA, are respectful, honest, transparent and comply with all applicable legal requirements; all images and messages used are in accordance with the Guidelines for Charitable Organisations on Fundraising from the Public.
  3. Ensuring that fundraising activities are not carried out in an unreasonably intrusive manner, are not unreasonably persistent and do not put undue pressure on a person to donate.
  4. Having a policy regarding the management of volunteer fundraisers.
  5. Ensuring that all fundraisers have a general knowledge of the objectives of AkiDwA and are able to state the purpose for which the funds are being used.
- 4. Be Financially Accountable by:**

1. Publishing an annual report and statement of annual accounts, which includes a statement on compliance with the Guidelines for Charitable Organisations on Fundraising from the Public.
2. Ensuring there are internal financial and control procedures in place, so as funds are used effectively and the risk of misuse is minimised.
3. Recording all donations made, particularly those made for a specific purpose to ensure the terms of the donation are complied with.
4. Using funds reasonably and prudently, in the best interest of AkiDwA.

**5. Adhere to Data Protection Requirements by:**

1. Only seeking the minimum amount of data from donors, and providing notice to donors as to how their data will be processed.
2. Implementing a retention policy for all records containing the personal data of donors or other parties, and a security policy to ensure such records are adequately protected.
3. Publishing a Data Protection Privacy Policy and a Data Protection Statement, available for public viewing on the AkiDwA website.

**6. Ensure that the Board and senior management take responsibility for implementing and adhering to the Statement of Guiding Principles for Fundraising by:**

1. Recording any delegation which occurs, and putting in place various checks to ensure that such delegated authority is exercised properly.
2. Reviewing fundraising strategy and performance on a regular basis.
3. Identifying any risks which may arise and ensuring appropriate mechanisms are in place given the size and complexity of the organisation to manage and address those risks.

## **Donor Charter**

We at AkiDwA aim to be fully compliant with the Guidelines for Charitable Organisations on Fundraising from the Public. We pledge to treat all donors with respect, honesty and integrity. We are committed to maintaining transparency and accountability during all courses of action.

To ensure we meet this commitment to donors and prospective donors, we will:

- Ensure donors are informed of AkiDwA's mission, and how we intend to use any funds donated.
- Make freely available information about those sitting on the governing board of AkiDwA, so full confidence may be had in the ability of the board to exercise prudent judgement in its stewardship responsibilities.
- Provide access to the AkiDwA's financial statements.
- Ensure donations are used for the purpose intended by the donor, and acknowledge such donations in a timely manner.
- Ensure that all donations are processed in compliance with the Data Protection Act 2018.
- Address all relationships in a professional manner.
- Inform donors whether those who are soliciting donations are volunteers, third party agents or employees of AkiDwA.
- Ensure there is access to the procedures for making and responding to complaints.

- Provide the option for donors to be removed from mailing lists, along with making clear if the list is to be made available to a third party.
- Give prompt and truthful responses to any questions or queries donors may have about the organisation.

If you have any comment or question regarding the work we do at AkiDwA, please feel free to contact the organisation via email to [info@AkiDwA.ie](mailto:info@AkiDwA.ie), or phone call at +353 (0)1 8349851.

DOCUMENT CONTROL	
<b>Document Status:</b>	Complete
<b>Document Approved by:</b>	AkiDwA's Board of Management
<b>Approval Date:</b>	6 <sup>th</sup> April 2019
<b>Revision Date:</b>	January 2021

DOCUMENT REVIEW HISTORY		
Date	Reviewed by	Document Amended Yes/No
24 July 2021	SM and legal intern	Yes