



**English
Path**

info@englishpath.com
www.englishpath.com
891 Greenford Road,
London,
UB6 0HE

English Path Fundraising Policy

Document title: Fund Raising Policy	No. of pages: 3
Version Number: 1	Date first published: 03/12/24
Approved by: Managing Director	Last review date: n/a
Date approved: 18/12/24	Due for next review: 05/12/2025

©2024 English

Introduction

This policy establishes guidelines for conducting fundraising activities to ensure they are ethical, effective, and consistent with the mission and values of English Path. It aims to protect the integrity of the organization and the trust of its staff, students and stakeholders.

Scope

This policy applies to all staff, volunteers, students, and third parties involved in fundraising activities for English Path. This Fundraising Policy represents a commitment to the highest standards of good practice and seeks to ensure that all fundraising activities are open, legal and fair.

Key Principles

- **Transparency:** All fundraising activities must clearly state their purpose, beneficiaries, and how funds will be used.
- **Ethical Practices:** Activities must comply with legal requirements and ethical standards. No coercion, misrepresentation, or inappropriate pressure will be tolerated.
- **Accountability:** Funds raised will be managed responsibly and allocated according to the stated purpose.
- **Respect:** Fundraising practices must respect donors, participants, and the community, ensuring sensitivity to cultural and social norms.

Approved Fundraising Activities

- Events (e.g., bake sales, language challenges, talent shows).
- Corporate partnerships (e.g., sponsorships or matching donations).
- Grant applications to appropriate funding bodies.
- Merchandise sales where appropriate.

All fundraising initiatives must be approved by the Managing Director or Regional Head before implementation.

Use of Funds

- Funds raised must be used solely for the intended purpose stated in the fundraising campaign.
- Any changes to the use of funds must be approved by the Managing Director or Regional Head and communicated transparently to donors.

Donor Relations

- **Acknowledgment:** All donors will receive appropriate acknowledgment for their contributions unless anonymity is requested.
- **Privacy:** Donor information will be stored securely and not shared without explicit consent.
- **Honesty:** Accurate information regarding fundraising goals, expenses, and outcomes will always be provided.

Financial Oversight

- A detailed record of funds raised and expenditures will be maintained.
- Annual audits or reviews will include an assessment of fundraising activities.

- Any suspected misuse of funds must be reported to the Managing Director or Regional Head immediately.

Compliance and Legal Requirements

All fundraising activities must:

- Adhere to local and national laws governing charitable activities.
- Comply with tax regulations and reporting requirements.
- Ensure proper permits and licenses are obtained for events as needed.

Safeguarding

- Activities involving U18s or vulnerable individuals must follow safeguarding policies.
- Fundraisers must receive appropriate training to ensure a safe and inclusive environment for all participants.

Ethical Partnerships

- Partnerships with businesses or sponsors must align with the organization's values.
- English Path reserves the right to refuse funds from sources that conflict with its mission or ethical standards.

Monitoring and Evaluation

- Regular reviews of fundraising strategies and outcomes will be conducted to ensure effectiveness.
- Feedback from participants, donors, and staff will be incorporated into future initiatives.

Breach of Policy

- Any breaches of this policy will be investigated by the Managing Director or Regional Head
- Consequences may include corrective action, suspension of fundraising activities, or disciplinary measures.