



### **Pocklington School Fundraising: Our commitment to donors**

1. All fundraising solicitations will be undertaken by the Development Officer and team, Pocklington School, West Green, Pocklington YO42 2NJ, or appointed representatives of this office.
2. Solicitations (however transmitted) will include the name of the individual sending the solicitation and the postal and electronic address of the Pocklington School Foundation and whether this individual is a volunteer or an employee.
3. All fundraising solicitations made to potential donors will accurately disclose the purpose for which the funds are requested, the Foundation's charitable status and the name of The John Dolman Trust.
4. Donors and prospective donors can find the Foundation's most recent annual report and financial statements on the Charity Commission's and the Foundation's websites.
5. The financial affairs of Pocklington School Foundation are conducted in a responsible manner, consistent with the ethical obligations of stewardship and the legal requirements of national regulators.
6. Volunteers and employees who solicit or receive funds on behalf of the Foundation shall:
  - Act with fairness, integrity, and in accordance with all applicable laws;
  - Adhere to the provisions of applicable professional codes of ethics and standards of practice as stipulated by the Charity Commission.
7. Any paid fundraisers, whether staff or consultants, are compensated by a salary, retainer or fee, and will not be paid finders' fees, commissions or other payments based on either the number of gifts received or the value of funds raised.
8. Donors will be encouraged to seek independent advice if the Foundation has any reason to believe that a proposed gift might significantly affect your financial position, taxable income, or relationship with other family members.
9. The privacy of donors will be respected. Any donor records that are maintained by the Development Office on behalf of the Foundation will be kept confidential and in accordance with the Data Protection Act 1998. Donors have the right to see their own donor record, and to challenge its accuracy. Donors and prospective donors have the right to refuse or to withdraw consent to be contacted. Donors' requests to remain anonymous will be respected.
10. The Donor's Rights will be respected and donors and prospective donors will be treated with respect. Every effort will be made to honour their requests to:
  - Limit the frequency of solicitations.

- Specify the manner in which contact is made, particularly any means by which they do NOT wish to receive fundraising material.
  - Receive printed material concerning the Foundation
11. Written permission will be obtained before any individual, either donor, recipient or 'example of' is featured or identified in any promotional material issued externally.
  12. The Foundation will not sell either its donor or alumni lists.
  13. All donations will be used for the purposes for which they are given. If necessary due to programme or organisational changes, alternative uses will be discussed where possible with the donor or the donor's legal designate. If the donor is deceased or legally incompetent, and the School is unable to contact a legal designate, the donation will be used in a manner that is as consistent as possible with the donor's original intent.
  14. Complaints about any matter relating to fundraising for the Foundation should be addressed in the first instance to the Development Officer or the External Relations Director, who will respond promptly to a complaint by a donor or prospective donor and attempt to satisfy the complainant's concerns in the first instance. A complainant who remains dissatisfied will be informed that an appeal may be made in writing to the Headmaster and will be advised of the outcome of the appeal within 31 days.

October 2017