



# Belvedere College SJ

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<b>Name of Policy/Document</b>	Charity and Fundraising Policy													


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## **Belvedere College, S.J. Charity and Fundraising Policy**

In accordance with its Vision and Mission Statement, the College has a long-standing commitment to demonstrating social concern. It does so, directly, through socially responsible activities and immersion programmes both in the local community and in the wider world and, indirectly, through fundraising activities for charitable purposes.

Fundraising may be carried on throughout the academic year and by all students in the College. The College acknowledges that these activities contribute to the building of community among those who participate and help to form students in unselfishness and resourcefulness, as persons for others, whilst simultaneously, raising practical financial support for specific charities.

### **Categories of Charitable Causes**

Charities supported by Belvedere College, S.J., fall into four categories:

- (1) charities that are closely associated with the College and in respect of which there is a longstanding tradition of support, e.g. Belvedere Youth Club;
- (2) charities which may, from time to time, apply for support through the appropriate procedures;
- (3) charities which arise on an emergency basis; and
- (4) internal charitable causes.

### **Designated Committee**

Applications for fund-raising support in categories 1, 2 and 3 shall be received and assessed by the Jesuit Identity Committee (hereinafter the 'Committee').

In accepting applications for fundraising support, the Committee in its decision shall specify when, where, and how, permitted fundraising activities are to be conducted. Submissions in this regard are required of applicants when completing the Charity Application Form, which is available on the College website.

Only those fundraising activities approved by the Committee shall be carried out in the name of Belvedere College and/or through the use of school facilities.

To ensure that an even distribution of time is allocated to fundraising activities, and with a view to preventing any particular group from being over-targeted, fundraising activities shall be spread as evenly as possible throughout the academic year.

A calendar of fundraising events shall be created and maintained by the Director of Faith and Service Programmes.

In the event that use of the O'Reilly Theatre is requested for any College fundraising event, an application form shall be completed and submitted jointly to the Director of Faith and Service Programmes and the Theatre Manager. The application form is available within the Charity Fundraising Policy on the College website under the 'policy' section. No public announcement shall be made about any such event unless the prior consent of both has been received.

### **Category 1 Charities**

The College continues its longstanding commitment to Category (1) charities, which are subject to periodic review.

The following are recognised as Category (1) type charities:

- Belvedere Youth Club
- St Vincent de Paul Society (SVP)
- Peter McVerry Trust
- Focus Ireland
- Home Again
- Temple St Children's Hospital
- Social Diversity Programme
- Kolkata Immersion Programme
- Zambia Immersion Programme
- Jesuit Refugee Service Ireland and Overseas
- Oesophageal Cancer Fund
- Irish Cancer Society

A periodic review, every two years, of the Category (1) Charities by the Committee shall be conducted to ensure that the charity merits the ongoing support of the College. It shall also ensure that adequate notice is given where a decision to modify or discontinue the College's support for the charity in question is taken.

Where various charities are supported by any designated programme, the programme leaders must apprise the Committee (i) annually (ii) in writing and (iii) in advance of the distribution of any funds, of the specific identities of such recipient charities. All funds payable to charities should be made by EFT (Electronic Funds Transfer) in line with the College's preferred method of making payments and in accordance with its payment authorisation procedures.

### **Category 2 Charities**

Commitment to charities falling within category (2) shall be confirmed by the Committee on an annual basis.

Applications for fundraising support under Category (2) shall be assessed, periodically, when received by the Committee. Applications shall be assessed on a 'first come, first served' basis.

Such applications must be made on the appropriate application form which is available within the Charity Fundraising Policy under the 'policy' section on the College website.

### **Categories 3 and 4**

Categories (3) and (4) are by definition supported on an *ad hoc* and case by case basis with the exception of the internal Saint Vincent de Paul collection which takes place on a weekly basis.

Emergency applications falling within Category (3) shall be reviewed and assessed by the Committee.

All activities and events under Category (4) shall be agreed in advance with the Director of Faith and Service Programmes on a 'first come, first served' basis.

### **Use of College Communication Systems**

Fundraising for events which are supported by the College may be advertised through the College's official communication system. A request for such advertising shall be made to the Director of Faith and Service Programmes. However, the College communications systems may not be used for fundraising events that are organized by individual students as part of an individual fundraising target.

### **Use of online fundraising platforms**

Any online fundraising carried out in the name of the College must use the Belvedere College SJ 'JustGiving' account. Requests to set up a fundraising campaign on Just Giving should be made to the Director of Faith and Service Programmes.

### **Accountability for Funds**

Monies raised for specific fundraising activities are generally received in the College by means of EFTs. When money is received by cheque or cash, the source must be identified and receipts issued to the person from whom the funds are received or, on request, any specific donor identified by that person. All funds received from charitable fundraising and payments made should be identified and accounted for separately from the College's funds. Details of all income of the Charity event are sent to the appropriate Charity Co-Ordinator for reconciliation and to the Director of Faith and Service Programmes. The College takes no responsibility for individual fund-raising activities.