



THE IRISH PILGRIMAGE TRUST

Charity Registration Number: 20009953

CHY No. 5992

KILCUAN, Clarinbridge, Galway. H91 W596

Fundraising Policy

| Date | Version | Description | Author | Approved |
|------------|---------|------------------------------|------------|-------------------|
| 09/02/2022 | 1.0 | Fundraising Policy - Adopted | B Connolly | Board of Trustees |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Charitable Purpose

Objects

We bring people with additional needs on pilgrimage holidays to Lourdes and on holiday in Ireland and we fundraise to cover their costs

Fundraising Policy

This Fundraising Policy is in compliance with the Guidelines for Charitable Organisations on Fundraising from the Public which was published by the Charities Regulator in 2017.

The Charities Act 2009 has the stated objective of “...implementing agreed Codes of Good Practice in relation to the actual fund-raising operations...”

This Fundraising Policy applies to any individual or group (volunteers or staff) who are undertaking fundraising activities on behalf of The Irish Pilgrimage Trust.

A full copy of the Guidelines for Charitable Organisations on Fundraising from the Public is available at:

<https://www.charitiesregulator.ie/media/1265/guidance-for-fundraising-english.pdf>

The Irish Pilgrimage Trust

Mission, Vision and Values

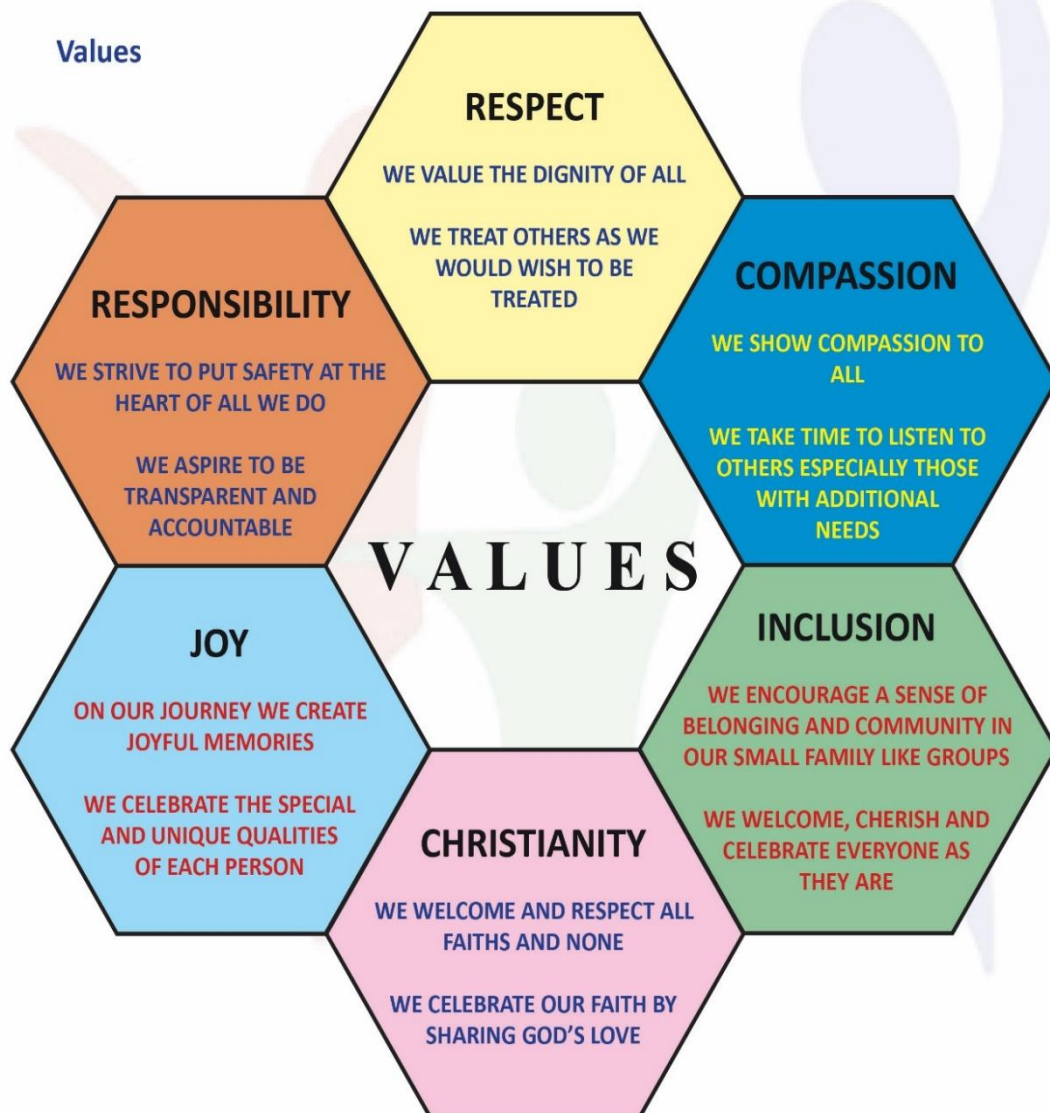
Mission

The Irish Pilgrimage Trust is a voluntary, Christian and charitable organisation that provides the opportunity for people with additional needs to go on volunteer supported pilgrimages and holidays to Lourdes and in Ireland. Our aim is to cherish the uniqueness of each person through sharing the gift of God’s love with joy.

Vision

Enriching the lives of our Trust family

Values



Public Fundraising Compliance Statement

- The Trustees are accountable to the beneficiaries, donors, funders and the public. Fundraising exists only to support the overall mission and charitable purpose of our charity.
- The Irish Pilgrimage Trust is committed to complying with the Guidelines for Charitable Organisations on Fundraising from the Public and has formally discussed and adopted this Statement at a meeting of the Board of Trustees.
- The Irish Pilgrimage Trust has a Donor Charter which is consistent with the Guidelines for Charitable Organisations on Fundraising from the Public.
- The Irish Pilgrimage Trust provides honest, open, accountable and transparent disclosure when fundraising from the public.
- The Board of Trustees will ensure that all key people within the charity who are involved in fundraising implement the approaches and practices set out in the Guidelines for Charitable Organisations on Fundraising from the Public. This includes management, staff and volunteers.
- Our fundraisers will always make it clear whether fundraising activities are for the charity in general or for a specific purpose. We will always accurately describe the purpose of any fundraising and ensure that donations received are used to further our charitable purpose. Where donations are made for a specific purpose, we will honour the donor's request.
- Fundraisers will carry clearly visible identification showing the name of the fundraiser, the charity name, logo, contact details and our Registered Irish Charity Number.
- Our charity does not employ paid fundraisers.
- The Irish Pilgrimage Trust ensures that fundraising volunteers are provided with information and training on the Guidelines for Charitable Organisations on Fundraising from the Public and its implementation.
- The Irish Pilgrimage Trust has a feedback and complaints procedure consistent with the Guidelines for Charitable Organisations on Fundraising from the Public. This allows interested parties to notify us of their complaints, questions or comments. Feedback can be given by phone, by email or by letter and is recorded for review by relevant staff including the National Co-ordinator and Board of Trustees. Feedback is responded to promptly and appropriately.
- The Irish Pilgrimage Trust prepares financial reports consistent with the requirements of the Charities Act 2009.
- All public collections have a Garda permit, or where no permit is required, permission from the relevant local or other authority (such as for collections in church grounds).
- The Irish Pilgrimage Trust ensures that all donations are tracked and recorded and complies with data protection requirements.
- Where cash is received in donations or from a fundraising activity, this will be counted by at least 2 people and lodged into the Trust bank account as soon as possible.
- It is our practice to send a thank you receipt for all donations received except anonymous donations.

Donor's Charter

As a charity seeking donations from the public, we, The Irish Pilgrimage Trust, aim to comply with the Guidelines for Charitable Organisations on Fundraising from the Public issued by the Irish Charities Regulator.

❖ We will treat all our donors with respect,

- All fundraising will respect the rights and dignity of donors, beneficiaries and the public
- Our fundraising activities will not be unreasonably persistent, intrusive or place undue pressure on people to donate. If someone does not wish to donate, we will respect that decision.
- Beneficiaries will not be presented in a disrespectful way in promotional activities.

❖ We will fundraise with honesty and integrity

- All fundraising on behalf of The Irish Pilgrimage Trust will be done in an honest and truthful manner.
- Fundraisers will act with integrity and will not misrepresent the Trust, our need for funds or how they will be applied.
- Any questions about fundraising activities and fundraising costs will be answered honestly and in a timely manner.
- Information about our charitable purpose and activities will be made freely available.
- Donations will be used for the purpose for which they are donated.

❖ We commit to being accountable and transparent so that donors and prospective donors can have full confidence in The Irish Pilgrimage Trust.

- We will take responsibility for actions and we will be capable of explaining, clarifying and justifying those actions.
- Our charity's trustees and management will explain and account to donors and the public for our charity's actions.
- The Irish Pilgrimage Trust will operate in an open, frank and honest way and will ensure that transactions, operations, information and communications are easily understood by donors and the public alike.
- We will clearly identify to donors and the public the cause for which the fundraising is occurring and how donations will and are being used.
- We will provide ways whereby those interested can easily contact us.
- We have a procedure in place to address complaints.

Donors and Donations

The Trustees of The Irish Pilgrimage Trust will ensure that

- The purpose of any fundraising done will be accurately described.
- All donations received are used to further our charitable purpose.
- Where donations are made for a specific purpose, the Donor's request is honoured.
- Fundraisers will carry clearly visible identification which includes the name of the individual who is fundraising, the charity's name, logo, contact details and Registered Irish Charity Number (RCN)
- Donors are informed of the status and authority of those soliciting charitable donations on behalf of the charity so that donors are aware whether fundraisers are volunteers, employees of The Irish Pilgrimage Trust or hired third party agents.
- When inviting the public to donate to a specific cause, that the Trust has a plan in place for handling any shortfall or excess and is able to inform donors about this.

What to do if you have feedback

If you do have a comment about any aspect of our work, you can contact The Irish Pilgrimage Trust in writing or by phone. In the first instance your comment will be dealt with by our National Co-ordinator. Please give us as much information as possible and let us know how you would like us to respond, providing relevant contact details.

The National Co-ordinator,
The Irish Pilgrimage Trust,
Kilcuan,
Clarinbridge,
Co Galway H91 W596

Tel: +353 91 796622

Email: info@irishpilgrimagetrust.com

Website: www.irishpilgrimagetrust.com

The Responsibility of those Managing Fundraising Activities

Fundraisers and fundraising charities, such as The Irish Pilgrimage Trust, commit themselves to the highest standards of good practice and to ensuring that all their fundraising activities are respectful, honest, open and legal. Any information obtained in confidence as part of the fundraising process must not be disclosed without express prior consent.

Those responsible (or their designate, whether voluntary or paid) must ensure the following:

1. That the Trust's Donor's Charter is communicated to all fundraisers.
2. That fundraisers are aware of and can generally communicate the purpose of the organisation and of the specific fundraising efforts they are involved in.
3. That fundraisers are aware that they must disclose if they are volunteers or employees of the charity or third party agents.
4. Where events organised in the charity's name are not known by the charity until after the fact, the charity will work with that fundraiser to ensure they are aware of the standards expected and that the fundraiser will apply them to any future events they hold for the charity.
5. Where donations are raised through electronic means, for example through charities' websites, the level of security applied to such websites shall be of a sufficient standard to protect the confidentiality of donor's credit card and other personal details.
6. All public collections must have a Garda permit, or where no permit is necessary, permission from the relevant authority (such as for collections in church grounds).
7. Appropriate training, education and information is available to fundraisers to enable them perform their roles effectively.
8. Fundraisers comply with the ICTR good practice factsheet on handling cash and non-cash donations;
9. That, as is reasonably practicable, fundraisers are not exposed to risks to their health and safety.
10. Where specific questions are received these should be answered openly and honestly. The principle of informing the charity in advance and adhering to these standards will be highlighted as much as possible by the organisation.

Data Protection

As a charity The Irish Pilgrimage Trust will follow appropriate procedures when handling and processing personal data from individuals and/or donors.

All personal data will be collected fairly and lawfully and information which can be identified or attributed to one or more individuals and/or donors will be treated as confidential.

The Irish Pilgrimage Trust will comply with all legal requirements with regard to data protection legislation and relevant guidance issued by the Data Protection Commissioner.

Please see our full Data Protection and Privacy Policy on our website

Data Protection Statement

The Irish Pilgrimage Trust will only process personal information for the reason / extension of the reason that it was obtained.

Personal data will not be passed onto third parties or accessed by any unauthorised individuals. Personal data will be stored securely and will be processed in association with the Data Protection Acts 1988, 2003 and 2018 alongside GDPR Legislation.

Financial Transparency and Accountability

The Irish Pilgrimage Trust is fully committed to financial transparency and accountability, and follows the following procedures:

1. The Trust keeps proper books of account, publishes annual audited accounts and reports annually to the Charities Regulator.
2. The Trust keeps an account of each individual fundraising event and the full amount raised is lodged into the Trust bank account as soon as possible after the event (see appendix 1 – Event Fundraising Records).
3. Cash received must be collected, counted and recorded by at least two people.
4. Cash must be counted in a secure environment and held in a secure place until it is possible to bank it.
5. Cash and cheques should be banked as soon as is practicable after receipt.
6. The Irish Pilgrimage Trust will make it clear to all volunteers that anyone raising money for the Trust must ensure that the charity received all that. Volunteers should have only their out-of-pocket expenses incurred in fundraising reimbursed, on the basis of receipts provided (if applicable).
7. At the earliest possible date, cash banked and income summaries are reconciled. Where practical, this should be undertaken by a person independent of the counting and cashing up of the money.
8. Records will be made of donations for specific purposes to ensure that the terms of donations are complied with.
9. Where the Trust is in receipt of funds restricted to certain purposes or projects and where we cannot realistically apply the funds within a reasonable timeframe to that purpose or project, the Trust will, in consultation with the Charities Regulator, allocate these funds to a purpose as close as possible to the original intended purpose. Where practical, this change will be communicated to the specific donor(s).
10. The Irish Pilgrimage Trust operates a culture of zero tolerance to theft or fraud and any suspicions relating to such matters will be immediately raised by The Irish Pilgrimage Trust with An Garda Síochána and the PSNI.

APPENDIX 1



**The Irish Pilgrimage Trust – Event Fundraising Record
Charity Registration No 20009953 Revenue No CHY5992**

REGION: Northern Eastern South East Southern
 Northwest Midlands Western

Group No. _____ Date Head Office Notified _____

Cyclist _____ Cycle Year _____ Other _____

Fundraising Event: Church Gate Bag Pack Flag Day Cycle
 Coffee Morning Fun Run Quiz Night Donation
 Other. Details _____

Date: _____ **Location:** _____

Permit Ref Number: _____

Total Income _____

Lodgment Details:

Cheques: € _____

Notes: € _____

Coin: € _____

Total: € _____

Date Lodged _____

Lodged to a) Bank Branch _____ **b) Account No.** _____

Signed (1) _____ Name Capacity _____

Signed (2) _____ Name Capacity _____

- All monies collected MUST be counted by minimum two people, who should sign this form
- Money collected MUST be lodged as quickly as possible after the collection event
- All monies MUST be lodged in full.
- Attach Lodgment document

This completed form must be returned to Head Office – **Bernadette Connolly, The Irish Pilgrimage Trust, Kilcuan, Clarinbridge, Co. Galway.** (Send copy to regional treasurer and retain copy for your file)