



**FRIENDS OF
FRENSHAM**

Registered Charity: 1200353

Code of Practice for Fundraising

1. As a registered charitable trust, FoF has a legal obligation to raise and distribute funds in accordance with both the current Charities Act and its own Constitution. As the registered trustees, the officers of FoF (usually the Chair and the Treasurer) are answerable to the Charities Commission and the Courts for any breach of its legal obligations. In addition, FoF represents Frensham Heights School and so its fundraising activities, in support of the school, should be conducted so as to promote the culture and ethos of the school.
2. As a matter of law, FoF can only raise funds to provide resources for the school but it can also make donations to other registered charities provided that such donations support and enhance the culture and ethos of the school. In addition, such donations can only be made with the approval of the Head and, as the power to make them is ancillary or secondary to providing funds for the school, any amount donated must be similarly limited.
3. For the avoidance of doubt and to protect FoF and its officers from any allegations of misuse of funds, the maximum amount which may be donated to other charities is limited to 10 per cent of the profit made at each event. The figure of 10 per cent may be increased only in exceptional circumstances and only with the approval of 80% of the current FoF representatives.
4. The primary objective of FoF events is to raise funds for the school and, therefore, it is important not to mislead when seeking donations/prizes from third parties.
5. FoF is allowed by its constitution to organise purely social events or mixed social and fundraising events. Where donations/prizes have been provided by third parties for the purpose of raising funds by auction, raffle or prizes for games, it is essential that the money raised is donated to the school or to another charity in accordance with the Constitution. This means that it is important that the costs of these events are covered by the ticket price and the funds raised by the fundraising activities at the event are ring fenced.
6. A budget for each event must be agreed with the Treasurer. The Treasurer will assist the event organisers in monitoring that budget.

LAST UPDATED SEPTEMBER 2022 AND AGREED BY REPRESENTATIVES PRESENT AT FoF BOARD MEETING, 6 SEPTEMBER 2022.