Bedford School Association & Bedford School Foundation Trust

Fundraising Policy

Fundraising Code of Practice

The Bedford School Association (BSA) and Bedford School Foundation Trust (BSFT) rely on philanthropic support to sustain and advance their missions and thus are deeply grateful to all donors for their generous support. All fundraising on behalf of the BSFT will be conducted by the BSA team based at Bedford School. The BSA is dedicated to treating constituents and donors with the highest level of care and respect.

We will:

- Act with honesty, integrity and transparency when soliciting support from constituents and donors, and within the confines of the British Legal System.
- Honour all requests from constituents and donors regarding the frequency and manner of solicitation, as well as any other communication preferences.
- Immediately cease solicitation from a constituent or donor at their request.
- Respect the donors' right to privacy and fully comply with the Data Protection Act (1998).
- Appropriately acknowledge, recognise and publicise donations in consultation with donors, and respect anonymity where requested.
- Provide progress reports and updates to donors on their supported activity.
- Include the name of any fundraiser, their job title, their contact details, the designated purpose of the donation and the relevant registered charity number in all solicitation and fundraising material.
- Provide the BSFT's most recently published financial accounts and other relevant financial information in an easily accessible format.
- Avoid unreasonable intrusion on a person's privacy and placing undue pressure on a person to donate.
- Avoid inaccuracies in our fundraising materials and other content.
- Operate within Equality Laws; and
- Take all reasonable steps to avoid taking donations from individuals under the age of eighteen.

The Use of Donations:

- Donations will support the charitable objectives of the BSA and BSFT.
- Donations will be used in line with any conditions attached by the donor or donors.
- Undesignated donations will be used to fund the area of greatest immediate need (as identified by the Governors and Trustees).
- Should the purpose for which the gift was originally intended no longer be viable, alternative uses for restricted donations will be discussed with the donor or the donors' representative.
- Should a donor pass away before their donation is fully expended, Governors and Trustees reserve the right to change the designated use of the gift. However, in all such cases, reasonable steps will be taken to explore the changed use with immediate surviving family members.
- We will record the intended, and result of the use of the donation on Raiser's Edge, the BSAs main database.
- We will only claim tax benefits on qualifying donations; and
- All donations will be acknowledged in a suitable manner.

Acceptance of donations

- Bedford School is extremely grateful for all the support received. However, donations can only be excepted if:

    - The donation supports the charitable objectives of the BSA and BSFT.
    - The donation does not arise from illegal activity; and
    - The donation will not damage the reputation of the school, present a conflict-of-interest or harm relationships with other constituents.

- The BSA and the BSFT reserve the right to conduct appropriate due diligence on the source of any donation, and, in all cases, for gifts more than £10,000.

- Donations maybe be declined in exceptional circumstances, the final decision to do so will be taken by the School Governors and Trustees.

- Parents cannot make donations to offset fees and will not be accepted as part of the admissions process.

- The decision of a parent not to donate will have no bearing whatsoever on the experience or opportunities open to their son while at Bedford School.

Data protection

- All constituent and donor data held by the BSA is done securely and in line with the Data Protection Act (2018).

- The BSA will not at any point sell its constituent or donor data.

- Constituents and donors have the right to see their own record and change the fact of, extent of, or use of their personal data.

Contact:

If you would like to discuss any aspect of the Bedford School Association fundraising Code of Practice or other matters concerning fundraising activity at Bedford School, please contact:

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