



**Blackrock College**  
**Fundraising and Donations Policy**

**SPIRITAN EDUCATION TRUST:  
POLICY ON FUNDRAISING AND DONATIONS**

**Introduction**

**Blackrock College** (The “**School**”) is under the patronage of the Spiritan Education Trust (“**SET**”).

From time to time, the School initiates fund-raising programmes/exercises in order to raise funds to further the development of sporting, artistic, or educational facilities in the School. Similarly, donors, be it an individual, a business, a group of people, or other body may offer voluntary contributions/gifts/donations to the School; make a bequest to the School and/or supply equipment, either for its general use or for a specific type of activity or designated use (“**Donations**”). Donations also include a voluntary transfer of assets from an individual or organisation to the School howsoever described. These assets are normally but not always limited to cash.

SET schools are obliged to comply with SET requirements regarding fundraising and the solicitation & acceptance of Donations (“**SET requirements on fundraising and donations/gifts**”).

This Policy on Fundraising and Donations (“**this Policy**”) complies with SET requirements on fundraising and donations/gifts.

This Policy guides the Board of Management (“**BoM**”) in assessing the benefits and risks associated with the raising of funds and the acceptance of Donations. By having a clearly articulated policy, the School will be able to benefit from the generosity of donors and protect itself from any negative consequences as a result of accepting funds/Donations.

**Overarching Principle**

Fundraising and Donations shall be for and on behalf of the School and for its sole benefit.

**Board of Management Responsibilities**

Fundraising and acceptance of Donations requires the prior approval of the BoM.

The BoM shall ensure compliance with this Policy and any practices regarding fundraising and receipt of Donations shall be immediately regularised if not in compliance with this Policy.

The BoM shall ensure that fundraising is undertaken solely to support projects of any nature that furthers the educational goal of the School and which, where necessary, have received the approval of the Board of SET. Of their nature, these projects are clearly defined in terms of their scope, costings and intended finish-date.

The BoM may accept Donations which are:-

- used to support on-going developments in the School or
- which are used to further the strategic development plan or
- for named projects that relate to curricular enhancement or sporting events, or

- without any condition as to how this money is spent, or
- used for the benefit of the School in general as decided by the BoM.

The BoM shall ensure that

- (i) all monies received through fundraising and Donations are in conformity with the ethos of the School, requirements of SET, relevant legislation, Revenue requirements, best accounting practice, this Policy and any revisions to this Policy directed by SET
- (ii) it is compliant with legal requirements and that all monies received through fundraising and Donations are accounted for in a way which fully complies with legal requirements, including but not limited to those, in the Charities Act, best accounting practice and Revenue requirements. The BoM will provide information to a statutory body if the School is legally obliged to do so
- (iii) fundraising done in public has the necessary Garda permits
- (iv) monies received through fundraising and Donations come from legitimate sources and it shall satisfy itself as to the identity of the donor. The BoM will require sufficient knowledge of the identity of the donor to ensure the ethos of the School is not open to compromise, the legitimacy of the source, compliance with legal requirements including compliance with anti-money laundering requirements and that no conflict or potential conflict of interest could occur
- (v) fundraising and or receipt of Donations does not cause any expense, seen or unforeseen, to be incurred, or create unacceptable consequences for the School, or compromise the charitable status of the School or that of SET
- (vi) it properly addresses and deals with conflicts of interest/potential conflicts of interest
- (vii) all monies received through fundraising and Donations respects the intention of the donor, where this has been expressed, and that the funds are applied in such a way as to be consistent with this intention. However, the BoM will not accept such a gift where the intention of the donor does not comply with the aims and ethos of the School. A Donor's intentions must be communicated prior to donating and Donations are non-refundable. A Donation will not be accepted if, in the opinion of the BoM acceptance of it would jeopardise future Donations or the engagement of other donors with the School's projects
- (viii) it exercises great care where the offer of a Donation is itself dependent upon the School first spending its own money or resources in order to facilitate the execution of the original offer of support. The BoM shall avoid placing the School's assets under undue or inappropriate risk and SET's consent must be obtained in appropriate cases
- (ix) Details of all fundraising and Donations are clearly referenced in BoM minutes and included in its annual accounts. It shall as and when requested by SET provide such details as are requested by it regarding fundraising and Donations.

The BoM may decide that practical considerations mean that an otherwise acceptable Donation must be refused where for example:-

- a) the Donation is tied to a particular project or activity which whilst reflecting the objectives of the School, is nevertheless impractical, given the current standing of the organisation.
- b) Where the Donation is presented in an unconventional manner and the cost of processing the Donation exceeds the value of the Donation.
- c) Where the Donation consists of goods, services or property which the School cannot lawfully use, convert, exchange or sell in direct support of its objectives.

The BoM may decide in its sole discretion to refuse to accept Donations, including but not limited to, where the Donations are linked to a requirement that the School endorse any products or services and/or in its view acceptance of the Donation could damage the reputation of the School.

The BoM may decide to provide recognition to donors in a mutually agreeable format. If so, donors will be acknowledged in an appropriate manner that is considered acceptable to the BoM. The BoM shall seek the approval of SET if it is considered that a form of acknowledgement might adversely impact on the School or its reputation. Where the BoM agrees to recognition of a corporate Donation on the School's publicity material/sports kit etc. the size and style of the recognition must not dominate the item

### **Approval required**

If the BoM for good and sufficient reason, wishes to depart from this Policy, it must seek prior written approval from SET before proceeding and shall accept SET's decision as final and binding.

### **Personal benefit**

Under no circumstances may a BoM member and/or a staff member of the School, either personally or collectively benefit from Fundraising and/or Donations, except as provided for below in the case of a gift in kind. BoM members and staff members must also ensure that a conflict of interest/potential conflict of interest is dealt with appropriately.

Fundraising and/or Donations must never be made for the benefit of a BoM member or a staff member as this may create a sense of obligation and could undermine the person's impartiality and could lead to a conflict of interest.

A gift "in kind" or any other form of payment to a staff member may only be accepted by that staff member where:

- (i) it does not compromise the integrity of the person with regard to their teaching, supervision responsibilities or otherwise and/or the impartiality normally required by their profession
- (ii) it does not create a conflict of interest

**If the gift is of significant value the prior approval of the Principal and in the case of the Principal, the prior approval of the chairperson of the BoM is required.**

Breach of this Policy is considered a serious disciplinary offence. If a member of staff breaches this Policy and/or does not deal appropriately with a conflict of interest or a potential conflict of interest, the matter will be dealt with in accordance with the applicable disciplinary procedures.

If a BoM or an individual member of the BoM, breaches this Policy, the matter will be dealt with by SET which will decide the appropriate action, which could include, but is not limited to an application under Section 16 of the Education Act 1998.

### **Donors**

Donations shall be made with charitable intent, are non-refundable except as provided for herein, and are made without any expectation of favour in return.

Donations are accepted on the strict understanding that no benefit or favour will accrue to the donor and/or his/her family or any person/body connected to the donor.

A donor's request to remain anonymous shall be respected to the extent that the School will agree not to publicise the source of the Donation but the donor's identify shall be disclosed to the BoM and SET, if SET so requires. The BoM will comply with all legal requirements, including but not limited to, a requirement to notify statutory authorities.

**Donor Lists**

The BoM shall ensure that the School does not sell or share its donor list with other bodies and will comply with the Data Protection Acts 1988 & 2003 in relation to donor personal information.

**Anti-Money Laundering requirements (“AML requirements”).**

The School is subject to anti money laundering regulations and will comply with AML requirements. A Donation shall not be accepted on the basis that all of part of it is reimbursed to the donor and/or his/her designated representative. In this context, Donations made to the School are “non-refundable”. For the avoidance of doubt, the BoM may decide to reimburse funds to the donor where the Donation does not comply with the requirements of this Policy and/or when directed by SET to do so.

**Training**

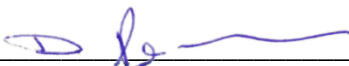
The BoM may decide to undergo training on legal, financial and Revenue requirements as well as on corporate governance to ensure compliance with this Policy. The BoM will undergo such training if directed by SET.

**Review**

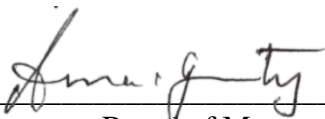
This Policy and its implementation will be reviewed annually and such review will be recorded in the minutes of the BoM meeting. The BoM will amend this Policy in accordance with any revisions directed by SET and will implement same.

This policy has been ratified by the Board of Management on: 4. 09. 18

Signed:

  
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Chairperson, Board of Management

Signed:

  
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Secretary, Board of Management