



Donations Policy

Updated July 2025

Competency

This policy has been established by the Branch Committee.

Objective

This policy will confirm how donations will be managed, including canvassing, engagement and responsible fund usage.

Methods of raising funds

There are many ways to raise funds, for example:

- public collections, such as bag packing at local supermarket
- gaming, such as lotteries and raffles
- events, such as a show
- online, on social media, such as trophy sponsoring

Guidelines

The Commission's [guidance on charity fundraising](#) sets out principles to help EHPC comply with their legal duties.

The Commission has also produced a [checklist](#) to accompany the guidance. The checklist is a series of questions for us to evaluate the performance of their fundraising activities.

Find out more about the legal requirements and standards which apply to fundraising from the [Code of Fundraising Practice](#).

[Chartered Institute of Fundraising](#) has lots of ideas to help you start fundraising, plus guides on staying safe and following the law.

Approval

All fundraising must be approved by the DC and should include



- how much you want to raise - is there something in particular you want to use the money for and a minimum amount you need?
- the timescale - if you are fundraising for a specific purpose, you should set a start and end date for your activities
- who will raise the funds - will it be members, yourself or are you recruiting volunteers?

Health and Safety

You may need a Risk Assessment for your fundraising activity therefore always check with the Health and Safety Officer

Accepting Donations

EHPC welcomes voluntary donations, including:

- Personal donations from members, supporters, or the public
- Corporate sponsorships and matched funding
- Donations in lieu of expense reimbursement
 - If a member wishes to donate all or part of their reimbursable expenses:
 - Email the DC at the official EHPC address confirming the amount to be donated
 - The donation will be acknowledged in writing
 - The donation will be recorded for internal and Gift Aid purposes (if applicable)
- In-kind gifts (e.g., equipment, trophies, supplies)

Donations will only be accepted if:

- They align with EHPC's values and objectives
- They do not compromise the integrity, independence, or reputation of EHPC
- They do not place undue obligations on the club

Donations eligible for Gift Aid will follow HMRC guidance.

EHPC reserves the right to decline a donation if:

- It does not align with EHPC's mission or values
- It comes with unreasonable conditions or expectations
- The source of the funds cannot be clearly identified



Usage of Donations

All donations will be used:

To support EHPC activities, welfare, events, education, and equipment and agreed and spend purpose agreed by committee and minuted.

Use of donated funds must be:

1. Transparent, accountable, and in line with the EHPC's financial controls
2. Tracked and reported clearly in the club's financial accounts

Restricted Donations

All donors must be provided the opportunity to restrict how their funds will be spent and/or receive details on how it was spent (as long as lawful, reasonable and achievable)

They can also request receipts and must be given the opportunity to receive

It is also noted that donations will remain for use within the discipline which raised them for a duration of 3 years, unless otherwise advised by the DC.

Compliance

All donations are managed in line with:

- Not in cash (In kind gifts, see above)
- Charity Commission guidance
- The Code of Fundraising Practice
- HMRC rules on Gift Aid
- EHPC's Code of Conduct and Safeguarding policies

Communication

All information regards to the content of this policy must be made available to all members of the club

Concerns



Any concerns, complaints or general issue with the compliance of the above please raise issue in line with EHPC Complaints policy and contact the DC directly, contact details can be found on the EHPC Website.

All applications for expenses are accepted on the understanding that you have read and accept all PCUK and EHPC policies and procedures.

Publication and review

Branch website, reviewed annually or sooner as required