



KYAG Fundraising & Events Policy

Introduction

Fundraising plays a vital part in allowing the functioning of the group, as well as providing additional resources and opportunities for members and when involved in fundraising activities can give members a sense of ownership and achievement, develop life skills and demonstrate the values of the group to the wider community.

Fundraising Overview

A member of the KYAG Trustees will take on, or appoint a member of staff to have oversight of fundraising activities, which will be reported directly to the KYAG Treasurer.

Any fundraising activities must be agreed prior to the activity taking place.

Activities

Fundraising activities should embody the values of the group and no activities which may bring the reputation of KYAG into question. This may include, but are not limited to, donations received, affiliation with other agencies or associations with political activity.

Fundraising activities involving members must always be risk assessed and treated in the same way that any normal group activity would be, prioritising the health, safety and wellbeing of its members at all times.

Fundraising Through Volunteering at Events

Fundraising through specific events, including festivals, may bring in additional funding to the group, as well as providing some benefits to those taking place in the activity (e.g. providing an additional entrance ticket to the event).

In these instances a specific fundraising event co-ordinator may be appointed by the trustees, in collaboration with the person responsible for fundraising oversight and Treasurer, in order to have a point of contact with the event organisers and make specific event arrangements.

In these instances, the person appointed will at all times be representing KYAG and shall not undertake personal arrangements with the event organisers. All communications with the event organisers must be through official contact email addresses in order to maintain communications and contacts should the KYAG event co-ordinator become unavailable at any time.

Should the KYAG event co-ordinator leave the group a new event co-ordinator will be appointed by the trustees in order to retain the fundraising event with the group.

At no time should the co-ordination of fundraising events be seen to be the ownership of the individual appointed rather than the group and transfer of the event co-ordination outside of the group should not occur without the express consent of the KYAG Trustees.

In instances where it is agreed for the event co-ordination to be taken outside of the group it must still operate in line with this policy and must be formally reviewed on an annual basis, with a view to appointing a new internal event co-ordinator as soon as practical to do so.

Volunteering at Fundraising Events with Additional Benefits

When seeking volunteers to take part in fundraising events which brings with it additional benefits priority for volunteers must always be done in the following hierarchy, providing opportunities to volunteer in this order:

- 1) Existing regular staff (inc. Trustees, Group Leaders, regular group volunteers and behind the scenes staff members)
- 2) Regular staff direct family members – this should be limited to direct partners and direct children (aged over 18yrs)
- 3) Occasional staff members and group helpers.
- 4) Occasional Parent Helpers
- 5) Group member Parents
- 6) Friends or community members holding an association with the group
- 7) Wider community members

Funds Received for Fundraising

All funds received must be paid directly into the KYAG bank account via the KYAG Treasurer and must not under any circumstances be paid directly to an individual account.

Policy Date:	Policy Review Date:
April 2024	April 2026