

## Resolution regarding the Statement of Guiding Principles for Fundraising

The Board resolves to adopt the Statement of Guiding Principles for Fundraising and confirms that Civic Theatre Company Limited is committed to complying with the Statement and will endeavour to:

### 1. Adhere to the core principles of respect, honesty and openness by:

- 1.1. Respecting the rights, dignity and privacy of supporters, clients and beneficiaries.
- 1.2. Answering reasonable questions about fundraising activity and fundraising costs honestly.
- 1.3. Making information about our purpose, activities and governance available to the public.

### 2. Demonstrate its commitment to donors by:

- 2.1. Agreeing and making known a Donor's Charter consistent with the Statement of Guiding Principles for Fundraising containing commitments regarding the causes for which the charity is fundraising, the use of donations, and disclosures regarding the status and authority of those soliciting donations.
- 2.2. Operating a complaints and feedback procedure.

### 3. Ensuring high standards of fundraising practice by:

- 3.1. Ensuring fundraisers are committed to the highest standard of good practice by providing information and training on the Statement of Guiding Principles for Fundraising.
- 3.2. Ensuring that fundraising activities are respectful, honest, open and legal and that images and messages are chosen and used in accordance with the Statement of Guiding Principles for Fundraising.
- 3.3. Having a policy in place regarding the management of volunteer fundraisers.

### 4. Be financially accountable by:

- 4.1. Publishing an annual report and statement of annual accounts, which includes a statement on compliance with the Statement of Guiding principles for Fundraising.
- 4.2. Making sure that there are appropriate internal financial and management controls in place.
- 4.3. Making sure that all donations are recorded and that records comply with data protection legislation.

### 5. Ensure that the Board and senior management take responsibility for implementing and adhering to the Statement of Guiding principles for Fundraising by:

- 5.1. Identifying any risks that may arise and ensuring appropriate mechanisms are in place given the size and complexity of the organisation to manage and deal with those risks.



Clr. Breeda Bonner  
Chairperson

Date: 19/12/2018.



Clr. Rob Russell  
Director

Date: 18-12-2018