

The Order of Malta Volunteers – Fundraising and Sponsorship Policy

POLICY REFERENCE	
Function	For information and guidance
Status	Draft
Scope	Trustees, OMV Committee, Volunteers
Owner	Emily van Lier
Version	2.0
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Date for review	9 April 2019

Introduction

1. The Order of Malta Volunteers (“the OMV” or “the Charity”) is a charitable organisation run by volunteers. Its members are mostly aged between 17 and 29. The Charity aims to serve the poor and the sick, usually by organising pilgrimages and respite trips with a Catholic focus. The main activity is an annual pilgrimage in July to Lourdes.
2. Volunteers are required to contribute financially to most of the OMV’s activities. But some Volunteers and the Charity’s Guests pay either reduced charges or nothing at all. The annual financial deficit resulting from this approach is usually met from the net proceeds of the White Knights Ball (“the WKB”) – a volunteer-run fundraising event held in January each year. In addition, the OMV has accumulated over many years an endowment, the investment of which has in the past been overseen by an advisory board and now by the Charity’s trustees (“the Trustees”). The endowment gives the Charity financial flexibility; and it provides insurance against the financial failure of the WKB in any given year.
3. This Policy sets out both the principles by which the OMV should conduct its fundraising (at the WKB and on other occasions) and the procedures for overseeing such fundraising activity.
4. The charity must publish this Policy on its website.

Definitions

Guest	Any person who attends a designated OMV activity as an invited guest of the Charity and who is not expected to play an active role in looking after others. Guests are usually ill or disabled in some way.
Volunteer	Any person who attends a designated OMV activity in a voluntary capacity.

Fundraising & sponsorship

5. The OMV’s principal fundraising channel is the WKB. Income derives from a mixture of ticket sales, raffles and a set-piece auction, but also sponsorship in the form of programme advertising and branding opportunities for aspects of the evening. In due course the OMV may consider raising funds through events other than the WKB and by approaching its alumni/alumnae.
6. The OMV Committee includes one member who is responsible for all aspects of the Charity’s fundraising and sponsorship and another who serves as the co-ordinator of the WKB.

Reputational risks

7. By accepting gifts and sponsorship, the Charity may be perceived to offer endorsement by association. Not least because of its Catholic ethos and its work in the area of disability, the OMV considers its good name and reputation to be of paramount importance. Therefore its members must exercise care when considering potential advertisers and sponsors and must not in any event enter into relationships with entities whose activities or image may be (or may be seen to be) at odds with the OMV's own principles and ethos.
8. Each advertiser or sponsor should be considered on its own merits. Nevertheless, the Charity should be wary of engaging with companies that operate in certain sectors, which for example may include (but may not be limited to) armaments, gambling or pornography.
9. Each relationship with an advertiser, sponsor or donor must be approved by the member of the OMV Committee who is responsible for fundraising and sponsorship. This OMV Committee member may take advice from the Chairman of the Charity's Board of Trustees.
10. The OMV uses its logo under licence from the British Association of the Order of Malta ("BASMOM"). None of the Charity's fundraising or sponsorship activities or relationships should contravene the terms of that licence. All and any use of the Charity's logo in connection with advertising or sponsorship must be approved by the OMV Committee member responsible for fundraising and sponsorship, who must be familiar with the terms of the licence granted to the OMV by BASMOM.
11. The OMV will not normally endorse particular products, treatments or companies.
12. Gifts and sponsorship must not be accepted in exchange for the promise or expectation of rewards or favours of any kind.

Best practice and legal requirements

13. The OMV will conduct its fundraising in accordance with the Code of Best Practice of the Institute of Fundraising ("the Code"), including the legal requirements pertaining to, for example, Gift Aid, data protection and the relevant lotteries and raffles legislation. The OMV Committee member responsible for fundraising and sponsorship must be familiar with the sections of the Code that are relevant to the OMV's activities.
14. The OMV will keep accurate records of fundraising in order to provide evidence of gifts and their designations where required. All such records, and any other use of data will be carried out in accordance with GDPR and the OMV's Data Protection Policy and processes.
15. In the event that the Charity is made aware of a complaint in connection with its fundraising or sponsorship activities, such complaint should be dealt with in accordance with the Charity's Complaints Policy. All complaints should in any case be notified by the OMV Committee to the Board of Trustees of the Charity as soon as practicable.

The acceptance of gifts

16. There may be circumstances in which the OMV considers that it is not in the best interests of the Charity to accept a gift. For example:
 - i. The costs of processing the gift or tax implications would be likely to result in a loss to the OMV
 - ii. Conditions attached to the gift may be detrimental to the OMV or its work
 - iii. There may be concerns about the origins of the gift
 - iv. There may be other concerns about the impact of the gift on the OMV or its work
17. Any decision to return or refuse a gift must be taken by the Board of Trustees of the Charity. The reasons for any such decision should be recorded in the minutes of the relevant meeting of the Board. The Board of Trustees may, if necessary, take advice from the Charity Commission.

Review

18. The Policy owner must keep up to date with relevant legislation, Charity Commission guidance and the Institute of Fundraising's Code of Best Practice and should update this Policy whenever necessary. The Board of Trustees must approve the revised version.
19. The Policy owner must review the Policy yearly and either submit a revised policy for approval by the Board of Trustees or confirm in writing to the Chairman of the Board of Trustees that the current version of this Policy is still fit for purpose.
20. The Board of Trustees must formally review and re-approve this Policy every five years.