Charity and Fundraising Policy

Policy Number:
074-2022

Academic Year:
2026/2027 Onwards

Target Audience:
All Staff, students and customers.

Summary of Contents
This Policy outlines how the College will fulfil its corporate, social responsibility through the support of charitable causes and fundraising.

Enquiries
Any enquiries about the contents of this document should be addressed to:

Title:
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Review Information (Responsible Owner):

First Created:	February 2022
Last Reviewed:	August 2026
Next Review:	August 2027

Change Type at last Review:

No/~~Minor/Significant~~ (delete as appropriate)

Approval/Noting By:

CMT:	9 October 2026
Lead GB Committee:	Education Committee
Governing Body Approval:	October 2026

Related Documents:
N/A

Date of Equality of Opportunity and Good Relations Screening (Section 75):
10 August 2022

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1.0 Change History

Changes to this SOP are documented in Appendix 1 of this document. When reading electronic copies of this document, you can click here to view the change history.

2.0 Policy Statement

2.1 South Eastern Regional College is committed to supporting charitable causes as part of its commitment to develop social and ethical responsibility to help shape and support its local and College communities.

2.2 The College will support fundraising for charitable causes provided there is no conflict with the values and mission of the College.

3.0 Purpose and Scope

3.1 The purpose of this policy is:

a. To provide arrangements through which College staff and students can voluntarily support charitable causes through fundraising activities and support which are not in conflict with the values of the College.

b. To ensure staff and students are provided with the relevant information and support to deliver fundraising and support that is planned, appropriate, respectful and supports the strategic aims of the College.

c. To encourage staff and students to become involved in fundraising events and activities to enhance social engagement.

3.2 This policy applies to all staff, students and volunteers including the Governing Body of South Eastern Regional College.

3.3 This policy applies to all charitable activities undertaken by South Eastern Regional College. Fundraising activities which take place on all College campuses or other sites which are deemed to be an extension of the College.

4.0 Charitable Fundraising

4.1 Employees seeking College staff or students to support any charitable cause including fundraising activities must obtain prior approval from the College Management Team. Approval of such requests will not be unreasonably withheld, provided there is no conflict with the values of the College. Requests should be submitted, to the PA to the Principal and Chief Executive in the first instance.

4.2 Employees can also support charities of their own choosing through Payroll Giving, details are available from the HR and Payroll Teams.

4.3 Each year the student engagement team will invite students to nominate a charity whose core work is in keeping with the College's values. Students will have the opportunity to vote for their preferred charity.

4.4 The chosen charity will maintain its 'preferred charity' status for the academic year starting on 1 September and ending on 31 August. Once the preferred charity recognition has ceased on 31 August, it cannot be selected for recognition as a preferred charity for a period of two years.

4.5 Students may also request to undertake fundraising activities or provide support for other charitable causes, provided there is no conflict with the values of the College. Requests should be sent to the Student Engagement Team for consideration.

5.0 Fundraising Guidelines

5.1 The following guidelines should be followed when making a request to undertake charitable fundraising at the College.

- All requests should be made in advance and provide details of the purpose of the fundraising activity, the charitable cause, format, date, location and numbers taking part.
- Any promotion or publicity associated with the fundraising activities should adhere to the College's brand guidelines available at Brand Guidelines - Home (sharepoint.com)
- All requests should be in line with the College's current Health and Safety policies available on the Colleges Learning Engine and Website. Where appropriate, risk assessments should be carried out in advance of fundraising events and accompany the request when submitted.

6.0 Roles and Responsibilities

6.1 The Principal & Chief Executive has overall responsibility for ensuring the full implementation and monitoring of the Charity and Fundraising Policy.

6.2 The Student Engagement department will have responsibility for arranging the selection of the nominated student charity, approving and overseeing student fundraising requests and ensuring compliance with the guidelines and cash handling procedures.

6.3 The College Management Team will approve fundraising requests and activities for staff-initiated fundraisers and or other College related fundraising activities/events.

7.0 Complaints

7.1 South Eastern Regional College is committed to providing high quality customer services. We value complaints and use the information from them to help improve our services.

Any complaints about the College's fundraising activity or choice of student nominated charities will be addressed through the Colleges' existing complaints procedure which is available on the Colleges website and Learning Engine Complaints and Compliments Policy

8.0 Responsible Owner

8.1 It is the responsibility of the Deputy Chief Executive to ensure that this policy is implemented, adhered to and reviewed.

9.0 Communication Plan

9.1 This Policy will be placed on the SERC intranet and will be available to all staff.

10.0 Review

This Policy will be reviewed annually, or when the need for change has been identified.

Appendix 1: Document Change History

Version	Date	Description
1.0	February 2022	Initial Version
1.1	August 2023	Transferred to new Accessibility Template
1.2	October 2024	Updated to reflect changes in structure
		Updated 9.1 to reflect communication plan
1.3	November 2024	Cover sheet updated and review period changed to annually
1.4	August 2025	Reviewed and no changes necessary
1.5	August 2026	Reviewed and no changes necessary