



Scientific Committee on Antarctic Research

Fundraising and Donations Policy

Approved on 16 February 2017

Notes:

Resources used in developing this policy:

UK Charity Commission fundraising guidance

[Charity fundraising: a guide to trustee duties](#)

[Taking responsibility for our charity's fundraising: a checklist for trustees](#)

UK Institute of Fundraising guidance

[Institute of Fundraising guidance on developing a donation acceptance policy](#)

[UK Fundraising Regulator](#)

[UK Code of Fundraising Practice](#)

UNICEF Australia

[Statement and policy on Accountability and Transparency in Fundraising.](#)

Uniting Care Victoria and Tasmania

[Ethical Fundraising Guidelines](#)

Purpose of this policy:

SCAR welcomes the support of donors to further its mission and objectives. The purpose of this policy is to provide a guide to those authorised to fundraise and accept donations on behalf of SCAR which allows clear and consistent decisions regarding the acceptance or refusal of donations.

The Executive Committee of SCAR, as trustees of the charity, have responsibility to develop, approve and update this policy as necessary. The policy needs to take into account

- the mission and objectives of SCAR;
- compliance with relevant regulations, specifically the UK Fundraising Regulators Code of Fundraising Practice;
- risks to the reputation of SCAR resulting from acceptance or refusal of donations; and
- the balance of costs incurred in fundraising activities compared to resources gained.

This policy will be publically available from the SCAR website and the Executive Committee will ensure that fundraising aims and achievements are communicated in an open and transparent manner.

This policy also serves as a guide to the SCAR Development Council in their fundraising activities.

Policy Statements:

- SCAR will only accept donations and seek funding in order to advance its mission and objectives.
- SCAR will not engage in any fundraising activities that breach its regulatory obligations as a company and charity registered in the UK.
- When planning fundraising activities and soliciting donations the risk to the reputation of SCAR will be a primary consideration and may lead to the rejection of certain potential funding proposals.
- This policy applies to both solicited and unsolicited donations.
- In all instances donors will be acknowledged for their contributions if the donor wishes to be acknowledged.
- In no cases will donations be accepted where costs incurred by the charity in doing so would exceed the value of the funds donated.
- In all cases donations will be assessed in terms of potential reputational risk reflecting the source of the funds, whether the donation comes with restrictions or not and whether the donor requests to remain anonymous.

- Donations that are restricted for a specific activity can be accepted if it is clear that the activity can be achieved by SCAR and that it fits within the mission and objectives of SCAR.

Procedures:

The SCAR Development Council coordinates fundraising efforts including seeking donations. The Executive Committee and Secretariat implement the strategy agreed with the Development Council and ensure that the process is managed appropriately.

The Executive Committee will decide on any specific industries or activities from which donations will not be accepted as they run counter to the mission and objectives of SCAR.

As of the meeting of the Executive Committee on 16 Feb 2017 the current list of industries and activities from which donations will not be accepted are as follows:

- *Manufacturing of Armaments;*
- *Political parties;*
- *Forms of sexual exploitation;*
- *Profits from illegal activities; and*
- *Other activities that contradict SCAR's ethical values*

The Executive Committee will decide who has authority to fundraise, including soliciting donations, on behalf of SCAR and will define the limits to that authority. If questions arise on the specifics of SCAR's ethical values, they should be directed to the Executive Committee.

As of the meeting of the Executive Committee on 16 Feb 2017 the following are authorised to fundraise and solicit donations on behalf of SCAR:

- *The Executive Director (authorisation to solicit donations to the value of £100,000)*
- *The Development Council Chief Officer (authorisation to solicit donations to the value of £50,000)*
- *The President of SCAR (authorisation to solicit donations of up to £100,000)*

The Executive Committee will decide on the priorities on the use of the funds raised from donations as part of the existing budgeting procedures and communicate these priorities to the Secretariat.

Specific conditions and processes for acceptance or rejection of donations:

- In all cases where there are restrictions on the use of the funds that fall outside the normal SCAR activities the decision must be referred to the Executive Committee.

- Any donation of more than £100,000 in value must be discussed by the Executive Committee before moving forward or declining.
- Any donation of more than £25,000 in value from a commercial organization must be discussed by the Executive Committee before moving forward or declining.
- Where authorised fundraisers acting for SCAR have concerns relating to either the source or restrictions associated with a donation, the matter should be referred to the Executive Committee.
- Where wholly anonymous donations in excess of £25,000 are received both the Executive Committee and the Fundraising Regulator are required to be informed and the relevant procedures ([available from the Fundraising Regulator website](#)) are to be followed.
- Donors should be offered the option to remain anonymous.
- Any donations that are refused should be accompanied by an explanation passed to the rejected donor.
- Donors should be informed that the preferred method of donation is by direct transfer to one of the SCAR accounts, or where required by such transfer following receipt of an invoice for the funds from SCAR.

Donor Expectations

Donations to SCAR are very much appreciated and help to further our mission. To show donor appreciation, SCAR will work with donors who have specific requests in addition to the following:

- Provide a receipt of the donation that may be used for tax deduction purposes
- For donations above \$500 USD, include a news item on the SCAR website, social media and newsletter acknowledging the support and what the donation is intended to be used for (if known)
- Send a follow up showing how the funds were used
- All donors will be added to the Donors page on the SCAR website

Transparency, Accountability and Reporting:

Full reports on fundraising activities and the donations received are to be prepared for the Annual Meetings of SCAR (Executive Committee and Delegates meetings).

These reports are to include the total amounts raised from donors, an estimate of the funds from budget lines and an estimate of the Secretariat time expended in fundraising as well as the restrictions (if any) applied to the funds provided.

The use and planned use of the funds raised from donations will be detailed and reviewed to ensure they progress the mission and objectives of SCAR.

Complaints:

Complaints relating to fundraising and donations will be dealt with by the Secretariat in the first instance and referred to the Executive Committee where necessary.

Review:

This policy will be reviewed annually at the Executive Committee or Delegates Meeting, and may be amended as necessary by any meeting of the Executive Committee.