Scientific Committee on Antarctic Research

Fundraising and Donations Policy

Approved on 14/06/2024
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 identify those who are authorised to fundraise and accept donations on behalf of SCAR, and to provide clear and consistent guidelines regarding the acceptance or refusal of donations. This policy applies to the SCAR Directors as well as SCAR groups and the hosts of SCAR-badged events (such as Open Science Conferences, SCAR Symposia and meetings convened by SCAR subsidiary groups).

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 publicly available from the SCAR website, and the Executive Committee will ensure that fundraising aims and achievements are communicated in an open and transparent manner.

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 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 if the activity fits within the mission and objectives of SCAR.

Procedures

The SCAR Executive Committee will decide on a case-by-case basis any specific industries or activities from which donations will not be accepted. Donations will be declined if the donor or the proposed activity runs counter to the mission and objectives of SCAR.

As of the meeting of the Executive Committee on 14th February 2024 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;
• Fossil fuel companies or corporate foundations that have direct involvement in the extraction and/or sale of coal, oil and gas, or distribute oil and gas;
• other activities that do not align with SCAR’s ethical or environmental values.

The Executive Committee will decide who has authority to fundraise for SCAR activities and will define the limits to that authority. Questions that arise on the specifics of the above list or on SCAR’s ethical or environmental values should be directed to the Executive Committee. The rules on industries and activities from which donations will not be accepted, also apply to in-kind support.

Soliciting donations

As of the meeting of the Executive Committee on 14th Feb 2024 the following are authorised to fundraise and solicit donations centrally on behalf of SCAR:

• The Executive Director (authorisation to solicit donations to the value of $100,000);
• The President and Vice Presidents of SCAR (authorisation to solicit donations of up to $100,000).

The following rules apply to the soliciting of funds by SCAR groups:

Group leaders
• All SCAR Groups and SCAR-branded entities (e.g. the Antarctic Environments Portal) are authorized to solicit sums of up to $25,000 in line with the policies outlined in this document. Solicitation of higher sums must
be cleared with the SCAR Executive Director, VP Finance, or President in advance.

- The leadership of SCAR co-sponsored initiatives (e.g. SOOS, ICED, AnMAP) are expected to adhere to the principles set out in this policy, but do not need to obtain permission from SCAR leadership to solicit funds.

Meeting sponsorship
- Hosts of SCAR-badged meetings (e.g. OSCs, Symposia and other conferences organised by SCAR groups) can solicit funds from donors, in line with this policy.

Accepting or rejecting donations

Specific conditions and processes for acceptance or rejection of donations:

- In all cases where there are donor-specified restrictions on the use of the funds for activities that fall outside the normal SCAR activities the decision to accept or decline a donation must be made in consultation with the Executive Committee.

- For organisers of OSC, Symposia or other major SCAR branded events, any donation of more than $25,000 must be approved by the Executive Committee before moving forward or declining. If you are unsure which category your event falls into then you should seek advice from the SCAR Executive Director.

- For all other activities, any donation of more than $5,000 must be approved 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 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.
The Executive Committee will decide on the priorities for the use of the funds raised centrally from donations as part of the existing budgeting procedures and communicate these priorities to the Secretariat.

Donor Expectations

Donations to SCAR are very much appreciated and help to further our mission. To show donor appreciation, SCAR will work with donors to accommodate specific requests and will also provide the following:

- 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 the SCAR Newsletter acknowledging the support and describing what the donation is intended to be used for (if known);
- For donations over $500 send a follow up showing how the funds were used;
- Donor names will be added to a dedicated webpage of sponsors at 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 spent by SCAR for the purpose of seeking donations or support (e.g. travel to meetings with funders), 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.