



MABOSHE MEMORIAL CENTRE - MMC

Fundraising Policy

Welcome and Thank You!



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Hello Fellow Fundraisers!

We are so pleased that you're fundraising for Maboshe Memorial Centre -MMC. You're the kind of person we need right now to help some of the poorest disabilities children we support have a better future. Just US\$20 gives a child school uniform, shoes, school materials, etc and if you raise US\$100 you'll give a child the chance to go to Secondary School – why? Because school is not free in Zambia and if you're poor and orphaned, there's little chance of getting an education. That's where Maboshe Memorial Centre -MMC comes in! Help us raise vital funds for disabled and other vulnerable children in Zambia so that they can gain the skills and education they need to get them out of poverty.

Your efforts will make a difference whatever you do!

Whether you hold a cake sale or a banquet, a sponsored silence or run a marathon, trek the Inca trail or walk to school or work for a week, you can be sure that you will help change a child's life – US\$100 will buy 100 disabled and other vulnerable children a meal for a month!.

Maboshe Memorial Centre -MMC is dedicated to working towards a world in which all adolescent with disabilities are fully included as equal members of society and are able to achieve their full potential. To help guarantee the availability of ongoing funds to pay for this work, Maboshe Memorial Centre -MMC aims to maintain a broad base of different sources of funding. The purpose of this policy is guide staff and Trustees on managing risk/conflict and to ensure clarity and openness to all our stakeholders. We also set out our intention to hold ourselves to the same high ethical standards as we do third parties and are committed to fundraising in an honest, transparent way and putting our supporters at the heart of everything we do as reflected in our supporter promise.

Context

Maboshe Memorial Centre -MMC actively seek opportunities to work together with stakeholders, including companies, individuals, trusts and foundations, to achieve shared objectives. However, it is vital that we maintain our independence and do not allow any external partnership to compromise our values or bring the name of the Maboshe Memorial Centre -MMC into disrepute.

Maboshe Memorial Centre -MMC therefore accepts financial support from, and partnerships working with, companies and individuals that meet the following conditions:

- There are strong grounds for believing the outcomes will result in benefit to disabilities children and their families in Western province, Zambia, and/or enable staff to work toward Maboshe Memorial Centre -MMC's mission.
- The Executive Director and Trustees are satisfied that the benefit of the funding / relationship significantly outweighs the risk of any adverse publicity.
- That no attempt is made by any stakeholder to link a donation with an attempt to influence the operations or policy of Maboshe Memorial Centre -MMC either explicitly or implicitly.
- That the independent status of Maboshe Memorial Centre -MMC is not in any way compromised by fundraising activities.
- That the charitable status of Maboshe Memorial Centre -MMC is not in any way compromised by fundraising activities.

Acceptance Criteria

Trustees (and so, on their behalf, Fundraisers) have a duty to maximise resources for Maboshe Memorial Centre -MMC whilst acting in the best interest of the organisation. Therefore, they must be able to demonstrate to the Charity Commission and other stakeholders that they have acted in line with Maboshe Memorial Centre -MMC's objects.

Maboshe Memorial Centre -MMC therefore will not accept any of the following where the donation:

- Is associated with criminal resources or activity.
- Would lead to a decline in support for the organisation.
- Would help further a Donor's personal objectives, which conflict with those of Maboshe Memorial Centre -MMC.
- Would jeopardise or have the ability to damage Maboshe Memorial Centre -MMC's reputation.
- Could be shown to result in a material fall in the resources available to beneficiaries.

Where these circumstances do not apply, Maboshe Memorial Centre -MMC's interests are best served by raising as much money as possible.

Avoidance Criteria

In handling the ethical issue of when to accept and when to refuse donations, the following practice will apply.

- If Trustees choose to refuse a donation, they must be able to demonstrate to themselves and the Charity Commission that they have acted in line with Maboshe Memorial Centre -MMC's objects.
- The position of Maboshe Memorial Centre -MMC towards a contentious donor is not the sum total of the personal beliefs of staff members or Trustees. Rather, it is determined by whether its charitable objects are affected by association with that Donor. It is the role of the Trustees to determine this rather than be guided by personal beliefs solely.

Maboshe Memorial Centre -MMC will not accept financial support or partnerships from companies or individuals whose revenues or income are derived from, or have been recently associated with:

- Activities, literature or policies that discriminate or promote prejudice against disabled and other vulnerable children.
- Child labour, exploitation or other forms of abuse to children (guided by Maboshe Memorial Centre -MMC's Child Protection Policy).

We will not knowingly prospect from such companies. All other acceptance of financial support or partnerships from companies or individuals will be considered by Fundraisers and Trustees on a case-by-case basis.

Where an offer of support is itself dependent upon Maboshe Memorial Centre -MMC first spending its own money or resources in order to facilitate the execution of the original offer of support, care should be taken by the Fundraiser/s and Executive Director, and subsequently Trustees as to whether this would be placing charitable assets under undue and inappropriate risk.

Due Diligence Research

Due Diligence will be carried out to make reasonable efforts to satisfy any questions prior to, or otherwise within 1 month of a prospective Donor to a Fundraiser/Trustee

If a Donor is a charity, its registration and details will be checked with the relevant charity regulator, for example in the case of England and Wales, The Charity Commission.

If the Donor is a company, its details will be checked on the Companies House [website](#). The Business and Human Rights [online resource](#) will also be used to conduct research into potential corporate partners. This lists articles, both positive and negative, for over 1000 leading companies.

An online check will also be conducted by carrying out a check on the organisation's website, using internet search engines

to look at other written information. However, care should be taken to assess how reliable the information is, i.e. whether the information repeating allegations others have made, if they are proven and how old the information is.

If the Fundraiser considers there to be no serious conflict, they will proceed with their approach. If the Fundraiser is unsure, or considers there to be serious conflict and recommends refusal to assign a prospective Donor to a Fundraiser/Trustee for pursuit s/he will discuss the research conducted with the Executive Director, who will decide whether to refer the matter to the Resource Committee of the Board of Trustees.

If after an approach something subsequently comes to light, the Resource Committee will review the donation again through the same process.

The matter of judgement shall arise in those circumstances where an association with a Donor can be shown, as a consequence of their public reputation, to weaken Maboshe Memorial Centre -MMC, perhaps by alienating other Donors, overseas partners, countries supporters, volunteers or potential volunteers. If, on balance, the acceptance of a donation would appear to weaken Maboshe Memorial Centre -MMC more than the money would strengthen it, then the matter of whether funds should be declined shall be referred by the Executive Director to the Resources Committee of the Board of Trustees. With discretion of the Resource Sub-Committee it might be brought to the Board for a decision.

A risk assessment may be used by Trustees to help identify and assess risks associated with approaching new Donors and/or accepting donations. In this, Trustees must recognise different forms of association with different degrees of benefit to both Maboshe Memorial Centre -MMC and Donors, including branding, events, location, length of relationship, size of donation and their implications. Trustees may also find a risk matrix useful when assessing areas of risk, for example when planning a new donation to be considered. In making this difficult decision, the level of risk should be measured by both the likelihood of something occurring and the severity of impact if it were to happen. The risk matrix can subsequently be used as a risk register for ongoing monitoring and reviews.

Why Help?

- Zambia is one of the world's poorest countries where 60% of the population lives below the poverty line on less than US\$1 per day.
- 49% of the population is under the age of 15 years due to the legacy of HIV/AIDS.
- If you are orphaned and poor your chances of being educated are severely limited.
- Many children grow up without adult role models because they have lost their parents.
- Girls are sometimes forced to marry at an early age to reduce the burden on families.
- Education is a route out of poverty and gives children a future.

Short on Ideas?

Let us help you! Inside this fundraising pack you will find everything you need to start fundraising, including a few ideas to get you going. Whatever you do, have fun, enjoy yourself and be proud that you've made a difference.

Get started right away It's easy to start fundraising. Just:

- Read through this guide to help you start.
- Tell your friends and family and enlist some support.
- Decide on your activity and when you're going to do it.
- Tell us at Cecily's Fund so that we can help and advise
- Take photos to remember your day
- Enjoy!!

Something for Everyone!

Fundraising Ideas!

- A dress up or dress down day with colleagues paying a donation to take part (Fridays are always good!).
- Sponsored silence (what would your wife/husband/colleagues, children think about that?!).
- Hold a special pub quiz night in your local.
- A danceathon, bakeathon, singathon or any other sponsored activity.
- Sponsored sports day with people/ teams paying to take part.
- Sponsored walk/cycle/run to work or school for a week or month.
- Film night in your pub or village hall with people paying for a ticket and a drink.
- Local concert or music evening.
- Live on US\$1 a day for a week and give the proceeds to help a child in Zambia

Maximise your Efforts!

So, you have decided on your fundraising activity–use our 10 Tips for Success to boost your fundraising challenge!

- Set a target for fundraising and let everybody know!
- Do something you've always wanted to do or something that is fun and exciting – the more you want to do it, the more passionate you will be.
- Ask your family, friends, colleagues and everybody you know to support you by either sponsoring you or attending an event.
- Use social media to keep people posted on your efforts & include any challenges – people love to encourage and get behind others.
- Plan far enough ahead and be realistic about the time you need.
- If you're planning an event enlist the help of friends and family for ticket selling and other jobs.
- Don't be afraid to ask for free stuff where possible. You may be surprised at how generous people are.
- Try and maximize your fundraising through add-on activities e.g. a raffle during a pub quiz.
- Make it easy for people to give e.g. use online platforms like 'Just Giving' and 'Virgin Money Giving' which are safe and secure ways to donate directly to the cause.
- Thank everybody and tell them what a difference their support makes.

You've completed Your Challenge - Congratulations!

You've achieved your goal. Congratulate yourself and your supporters! We are sure that you will have a sense of accomplishment and satisfaction. When fundraising, the challenge is not just the activity and task you undertake but also the effort required to raise the money.

Practicalities

- Please send us your completed Event Form attached with this pack together with any cheques and further payments.
- If you have used a fundraising site like 'Just Giving' 'Virgin Money Giving' or 'BT MyDonate' to secure donations/sponsorship you don't need to do anything further except set an end date for in-coming donations. These services will automatically send money to Maboshe Memorial Centre -MMC at regular intervals and they will also secure Gift Aid on eligible donations.
- If you have raised money through cheques please ask supporters to make cheques payable to Maboshe Memorial Centre -MMC and send them to us.
- If you have cash donations please DO NOT send cash in the post to us but either send a cheque payable to Maboshe Memorial Centre -MMC for the total amount.
- Or pay by direct debit or credit card using the form attached. We also accept donation vouchers.

SPONSORSHIP FORM

PLEASE DIG DEEP AND HELP RAISE MONEY TO HELP DISABILITIES CHILDREN IN WESTERN PROVINCE OF ZAMBIA GAIN AN EDUCATION AND OTHER CHILD SUPPORT.

Maboshe Memorial Centre - MMC is an adolescent with disabilities not-for-profit making humanitarian aid NGO founded on the 24th November, 2006 in memories of the late Dr. Rodney Aongola Maboshe Maboshe in Mongu, Western, Zambia and registered under the laws of Zambia, focusing on helping adolescent with disabilities from poverty stricken families go to school and raise their voices for the right to education in working for communities where all children, mainly girls can learn and lead without fear.

FULL NAME OF SPONSOR	HOME ADDRESS	AMOUNT DONATED	CAN WE CLAIM GIFTAID?	SIGNATURE	DONATION RECEIVED?