



Teitl: Title:	College Charity and Fundraising Policy
Fersiwn: Version	V1
I bwy mae'r Polisi hwn yn berthnasol? Who does this Policy Relate to?	Myfyrwyr / Staff / Myfyrwyr a Staff / Arall (rhowch fanylion) Students

Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:	College Charity Policy Welsh and E&D Impact Assessment
<i>Effaith ar yr Iaith Gymraeg</i> <i>Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr Iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.</i>	<i>Welsh Language Impact</i> An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

Adolygu a Chymeradwyo / Review and Approval

Perchennog y Ddogfen: Document Owner:	<i>Teitl swydd / Job title</i> <i>Learner Experience Manager</i>		
Ymgynghoriad / Consultation:	<i>Rhestrwch nhw / Please list</i> <i>Charity Steering Group</i>		
Dyddiad cymeradwyo / Date Approved	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group	<i>Enw'r Grŵp a'r Dyddiad / Name of group & date</i> <i>Communications and Culture Group</i> <i>6th September 2023</i>	
	Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:	25/10/2023	
	Pwyllgorau'r Bwrdd / Board Committees:	Pwyllgor Archwilio a Risg / Audit & Risk Committee:	N/A
		Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee	N/A
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Anfonwch y ddogfen wedi ei chymeradwyo i'w chyfieithu gan ddefnyddio'r [Ffurflen Cais Cyfieithu](#)
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Rhifwch bob adran a pharagraff
Please number each section and paragraph

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College Charity and Fundraising Policy

1. Policy Statement

- 1.1 Cambria recognises the importance of giving back to our communities and the positive impact on society of charity initiatives.
- 1.2 Coleg Cambria is committed to being at the heart of our local communities, actively engaging with them to ensure we continually meet their needs, supporting them to thrive and strengthen. Included in our college values is a value about being a community - building bridges so we connect within and with our local communities to collaborate on our shared interests, actively contributing to the economic, societal, and environmental sustainability of our local communities.
- 1.3 Through the College's Calon (Heart) initiative our aim is to encourage and support volunteering opportunities and charity fundraising for students and colleagues for any local registered and approved charities together with supporting national fundraising days and emergency appeals. We firmly believe that taking part in such initiatives increases engagement, wellbeing and skills development for our colleagues and students.
- 1.4 This policy will help the college to:
 - Monitor volunteering activities across college
 - Set guidelines for safe practice
 - Support the local community in which we serve by addressing social, economic, and environmental challenges.
 - Encourage and inspire learners to take part in volunteering and charity activities.
 - Promote employee engagement and retention by providing opportunities for staff to participate in charitable activities and volunteering.
 - Leverage our resources, expertise, and networks to make a positive impact on society.
 - Align Cambria's charitable efforts with our college values to ensure maximum effectiveness and long-term success.
 - Manage + share activities both within college and externally (community > national)
 - Advise staff and students on how to engage with local businesses in terms of providing support for fundraising activities / volunteering opportunities

2. Purpose & Scope

- 2.1 This policy applies to all colleagues and students of Coleg Cambria and applies to all charitable activities undertaken by Coleg Cambria, fundraising activities which take place on all campuses and all volunteering opportunities.

- 2.3 The College will support a number of local registered charities that provide services in our local authority areas including Denbighshire, Flintshire and Wrexham, and that provide services in line with the College's ethos and values. In addition there is continual support for our colleagues and students participation in fundraising activities for national fundraising days (i.e Macmillian coffee morning, Christmas Jumper Day etc).
- 2.4 This procedure details our approach to ensuring that any fundraising conducted in the name of the college is carried out safely, and in a coordinated and legal manner, maintaining the reputation of Coleg Cambria, and enables flexibility for curriculum and business support to continue to support their local causes and community partnerships, providing the opportunity for students to develop as active citizens.
- 2.5 Coleg Cambria's Charity policy is split into 2 streams:
- Volunteering
 - Fundraising

The objective for each stream is as follows:

Volunteering

- To make a positive impact in the community by helping others and making a difference.
- To develop new skills and gain new experiences.
- To meet new people and build relationships within the local communities.
- To increase personal fulfilment and well-being for staff and learners.

Fundraising

- Raise a specific amount of money for a registered charity / cause
- Recruit new supporters
- Increase awareness
- Develop community connections
- Track the outcomes

3. Recording and Banking of Fundraising

- 3.1 Colleagues or students wishing to fundraise should fill out the online fundraising/ volunteering form in the first instance.
- 3.2 The College would normally only support registered charities or for College clubs and societies. Find out if your Charity is [registered](#). If fundraisers do not have a specific charity, the College will maintain a list of recommended charities each year
- Fill out the online fundraising / volunteering [form](#)
 - Follow the the college process / [flowchart](#) for collecting and banking cash
 - Add and update events and activities carried out on Calon [calendar](#)
 - Promote and report on activity on Happeo Calon
 - Students to update activity on Student Voice blogs + on Student Hub

4. Fundraising Guidelines

- 4.1 All fundraising must be respectful and mindful. Students and colleagues should not be put in a position where they feel that they have to contribute.
- 4.2 All profits collected **MUST** go to the specified charity or cause, and proof must be kept.
- 4.3 Materials should not cause offence and should adhere to copyright laws.
- 4.4 All activities should be appropriately planned and have suitable controls measures in place so they can be conducted safely for all involved. If any significant hazards or risks are identified over and above the college's general risk assessment then these should be added to the risk assessment. If fundraisers are unsure then they should consult the Health and Safety team
- 4.5 The event organiser (staff member) would need to submit an off-site risk assessment to Health & Safety for any off site fundraising. This will be the same information as for an excursion.
- 4.6 All money needs to be stored safely and securely and passed to the specified charity within a clearly defined timeline. See [flowchart](#).

5. Volunteering Guidelines

- 5.1 The college values underpin the ethos of the College Charity Strategy, encouraging a positive college culture and community:-

- Showing honesty and integrity
- Being respected and valued
- Being kind and supportive
- Working with Others
- Feeling equal and inclusive
- Being a community
- Being excellent and inspirational
- Encourage and motivate to develop
- Be passionate
- Being innovative

- 5.2 Volunteering placements:

A safety assessment of the chosen business/charity/group will be carried out in the first instance by a Placement Officer (over the phone for low to medium risk; or by visit for

higher risk). Staff will need to complete a form on Happeo to instigate this on behalf of the student (minimum 2 week turnaround needed).

5.3 Volunteering activity (eg Dee Clean, building stone walls):

The event organiser (staff member) would need to submit an off-site risk assessment to Health & Safety in the first instance. This will be the same information as for an excursion. In addition a copy of the risk assessment from the charity may be required.

6. Roles and Responsibilities

- 6.1 The Deputy Chief Executive (People Experiences and Culture) has overall responsibility for ensuring the full implementation and monitoring of the Charity Policy.
- 6.2 The Learner Experience Manager, through the Calon Steering Group, will have responsibility for promoting and communicating fundraising events and ensuring compliance with cash handling procedures.
- 6.3 The Calon Steering Group will provide oversight and direction for the implementation of the College Charity Policy, together with providing an update on activity in previous periods to the College's Communication & Culture Group.
- 6.4 The Site Charity Leads (Site Managers) will connect termly with Student Reps at the Campus Council meeting where Calon activity will appear as an agenda item. The Site Managers will, in turn, present an update of the development and awareness-raising of charitable fundraising and volunteering opportunities as an agenda item at all the Site meetings.
- 6.5 Curriculum Directors will have an overview of all activity within their area from the Google Form populated by their learners and colleagues.
- 6.6 Student Reps will receive training in the first half term on how to encourage, support and promote Calon Fundraising and Volunteering with their class. They will be supported by the Learner Experience team across all sites. Student Reps will be encouraged to promote and record their activity via the Student Voice blog, Student App and Campus Council Meetings.
- 6.7 The Student Enterprise Officer will receive appropriate training to work with Student Reps and the Learner Experience Manager in promoting and communicating fundraising events and to recording activity via the Student Voice blog and Student App.