



Kohima Educational Trust (KET) Fundraising Policy

Introduction

1. The KET exists to provide funds to support educational projects in Nagaland as a debt of gratitude to Naga people who supported British troops during the Battle of Kohima. The Board of Trustees of the KET is committed to ensuring that fundraising activities are carried out in a legal and responsible manner.

Policy

2. The KET's guiding fundraising principle is that it will only use techniques that trustees would be happy to be used on themselves. In doing so, the KET will adhere to the following standards:
 - a. Fundraising activities will comply with all relevant laws.
 - b. Any communications to the public made in the course of carrying out a fundraising activity shall be truthful and non-deceptive.
 - c. All monies raised via fundraising activities will contribute to the stated purpose of the appeal and will comply with our stated mission and purpose.
 - d. All personal information collected in the course of fundraising is confidential and is not for sale or to be given away or disclosed to any third party without consent. All personal data will be held and processed in a manner consistent with the provisions of the General Data Protection Regulation (GDPR), 25 May 2018.
 - e. No general solicitations shall be undertaken by telephone or door-to-door.
 - f. Fundraising activities should not be undertaken if they may be detrimental to the good name or community standing of the KET.
 - g. Financial contributions will only be accepted from companies, organizations and individuals that the Board knows or expects to be ethical; should they turn out not to be ethical, trustees should reconsider how they deal with relevant donations.
 - h. It will explore how Indian law and regulations affect KET business in India. It will react to relevant findings.

3. The Trustees of the KET will abide by the following principles in the course of fundraising:
 - a. They will oversee fundraising through board meeting briefings.
 - b. They will protect the charity's reputation.
 - c. They will be guided by its values when making decisions about fundraising.
 - d. They will be transparent, including about any commercial relationships and proportions of income given to charities relative to running costs.

Funding Sources

4. The source of funds passed to charities by the KET will include, without being exclusive, the following:
 - a. Personal donations, with Gift Aid enabled, wherever possible.
 - i. Single donations.
 - ii. Repeat donations (monthly, annually).
 - iii. Legacies.
 - b. Corporate donations.
 - c. Trusts and foundations.

Responsibilities

The Board is responsible for the implementation and review of this policy. All Board members, casual, permanent and contract staff and volunteers are responsible for adhering to this policy.

Procedures

All fundraising activities must have the prior approval of the Board, as recorded in Board meeting minutes. A statement estimating income and expenses will be prepared prior to the commencement of any new fundraising activity that may present a financial risk to the KET. Fundraising activities should not be undertaken if they expose the organization to significant financial risk.

Reviewing Policy

The KET is committed to reviewing our policy and good practice annually:

This policy was last reviewed on:	
Signed:	
Chairman or CEO:	