

***Procedure/Guidance***

***Issued/reviewed: April 2020***

**FUND RAISING POLICY**

Woodlands Limited is keen to support organisations and charities that encourage young people to broaden their horizons and understanding of the world. The fund raising policy outlines a process which allows for money to be raised with organisations that align with the ethos and values of Woodlands.

The aims of the policy are to ensure that funds are not inadvertently raised for charities or organisations that show extremist views or do not match the values and beliefs of Woodlands.

If young people or staff would like to raise money for a charity or organisation, then the following process needs to be followed:

**The charity/organisation is researched thoroughly and its aims and objectives outlined by the member of staff/young person.**

**The information is shared at supervision/community meeting/ link worker time/ team meeting.**

**The information is presented to the House Manager/Head Teacher/Head Therapist and shared at the Strategic Planning Meeting.**

**A decision is made as to whether the charity/organisation is appropriate and the member of staff/young person is informed of the outcome.**

**If agreed fundraising ideas are represented to the House Manager/Head Teacher/ Head Therapist for approval.**

**Feedback is shared with staff and young people at team meetings/school council/ community meetings.**

If the process is not followed then Woodlands is unable to support the charity or organisation.