



Donations received by volunteers Policy

Review Date	January 2021
Next Review Date	August 2022
Reviewed By:	Head of Programmes
Approved By:	CEO / Trustees

This policy is intended to provide a clear set of rules for all volunteers within FoodCycle to ensure that volunteers know how and what to do with donations that they may receive either through individual giving at project sessions or as part of fundraising activities.

Why we have this policy

The work of FoodCycle is possible due to the kind support from funders and donations. Each FoodCycle Project has opportunities to hold fundraising events to go towards the cost and maintenance of FoodCycle. We are very grateful to our volunteers in supporting us with fundraising, which enables FoodCycle to create sustainability within each project. Donations can come in many different forms and this policy is to instruct volunteers on how to deal with each way.

All Donations

- Ensure that when you deposit money (cash or cheques) you update the donation spreadsheet which can be found on the volunteer portal <https://volunteer.foodcycle.org.uk/Donations> - this allows for all money coming in to be identified and reconciled by the finance team.
- Donations should not be given in direct exchange for surplus food. This could be seen as selling those items, which would void our agreements with food suppliers. Guest at projects are free to give a cash donation if they wish but this should not be encouraged or expected as our meals are free to all. Any donations that are made should be placed directly in the collection tin.
- If a donor has requested that a donation should be restricted to your project, please contact your Regional Manager; please remember that by restricting money to your project it creates a significant cost to the organisation as a whole. Donations should be unrestricted, unless specified directly by the donor.

Cash Donations

If you receive cash donations during a weekly session or at a fundraising event you need to:

- Ensure that money is put into a sealed project donation box or into a lockable safety box. Please notify your Regional Manager if you need to be provided with either item.
- If a donation is received, at the end of a session record the total amount given so that this can be recorded on the weekly session report. The handwritten record should be retained in case of query.
- Ensure that you never have more than £100 kept in your donation box or safety box: anything more than this you are no longer covered by FoodCycle insurance, which could put you or your guests at risk.



- Counting donations should not take place during the session when guests and non-Project Leader volunteers are present. Counting of donations should always be conducted in pairs, recorded in writing and signed for by both of the people counting.
- Ensure that the donated funds are kept for no longer than one month, before depositing the money into the FoodCycle bank account. You can of course deposit donations more frequently if you wish.
- If donating on a monthly basis, when filling out the spreadsheet please state the month of the cooking donation e.g. *'FoodCycle [project name]'s January 2021 cooking donations'*
- Cash donations must not be spent directly by Project Leaders and must be banked. Any items purchased for the session must be claimed for in accordance with our Expenses policy.

Bank Transfers and Cash Donations

- Volunteers should not retain cash donations or bank them into their personal accounts and then transfer the money to FoodCycle. Instead, money should be paid direct into the FoodCycle account. This is to protect both FoodCycle and the volunteer to ensure transparency and maintain an audit trail.
- Any bank transfers from donors should be made directly into FoodCycle's account.

Cheque Donations

- All cheques should be made payable to 'FoodCycle'
- Ensure that the donated funds are kept for no longer than one month, before depositing the money into FoodCycle bank account. You can of course deposit donations more frequently if you wish.
- Ensure that when you deposit the cheque you record it in the donation spreadsheet via the volunteer portal

Gifts in Kind

There may be circumstances where gifts in kind are offered to your project. Gifts in Kind are physical items that get donated rather than money, for example pieces of kitchen equipment. All offers of gifts in kind must be reported to your Regional Manager before accepting. As a charity we will need to make a record of these gifts.

Collection Tins

Collection tins can be found at projects and are sometimes helpful to guests who want to feel that they are contributing to the meal, to reduce any feelings of stigma about receiving support. At projects we should not be encouraging donations by guests who use



our services; collection tins may be available as an option for guests but not actively part of the time spent at the projects. The meal is free to all who wish to access this.

If you are using a collection tin at your project, please ensure that:

- **Collection tins are sealed with tamper proof stickers.** Every time you empty a collection tin you must reseal the collection tin with a new official collection tin sticker – contact your regional manager if you need more of these.
- **Order tins from HQ.** Ensure collection tins are sent to you directly from FoodCycle HQ and not purchased or made by yourself.
- **Get Permission.** If you have requested a collection tin for somewhere other than your project, please ensure that you get the venue to confirm in writing to projects@foodcycle.org.uk that they are happy to have a collection tin at their premises.
- **Collect and bank once a month.** Collection tins at projects should be opened once a month.
- **Be discreet.** – Collection tins should not be held by volunteers at entrances or passed round asking guests directly for donations. We have lots of fun and engaging ways to fundraise for FoodCycle. If you would like any more information about fundraising for FoodCycle, please get in touch with fundraising@foodcycle.org.uk

Foodcycle bank details

Account name:	FoodCycle
Bank:	Natwest
Account number:	21246300
Sort code:	50-10-05