



Reading Football Supporters' Society Limited,  
Registered Office: c/o Vale & West, Victoria House  
26 Queen Victoria Street, Reading. RG1 1TG.

[www.star-reading.org](http://www.star-reading.org)

## **DONATIONS POLICY**

<b>Date of Review</b>	<b>Reason for review</b>	<b>Amendments</b>
10/12/2015	New Policy Approved	Not Applicable
19/01/2017	Periodic Review	Revised Format

### **1. Introduction**

This document is drafted in accordance with the Rules of Reading Football Supporters' Society Limited and sets out the Policy towards Donations.

### **2. Definitions**

Definitions of the terms used in this policy are laid out in a separate Definition of Terms document, which should be read in conjunction with this policy.

### **3. Policy**

This policy is complementary to STAR's Finance Policy and gives further guidance in the making of donations to charity, good causes and other events that the Board wishes to support.

When requested to make a donation STAR's Board must give consideration to the:

- (i) value of the donation to STAR in terms of publicity and goodwill as well as to the cause; and
- (ii) annual budget, although over-spends / under-spends are permissible when the Board considers the value in terms of publicity and/or goodwill outweighs the budgetary constraint.

There are four categories of donation that the Board may make. When a request for a donation is being considered the Board must decide which category it falls into and donate that pre-agreed value.

Categories of donation:

1. CONTRIBUTORY- £25 – for flowers, wreaths or external charities. For cases:
  - a. where STAR wants to be represented;
  - b. it would be expected or remarked upon if no donation were made; or
  - c. little or no publicity credit is anticipated.
2. PARTICIPATIVE - £100 – for large charities, big events or fund-raising of a fairly public nature where STAR would like it to be known it has participated (publicity / goodwill), where whatever amount is donated will not make a fundamental difference but where STAR understands and considers that the efforts put in and the rewards go to those who have arranged the event (e.g. the #21 for Dolan cycle ride). Also this category should be used for 'in memoriam' gestures STAR makes on the deaths of colleagues and members.

NOTES –

- (i) It is considered that ten of these at £100 each would do STAR more good than four at £250 and would not make a significant impact on the collecting charities.
- (ii) This would be the most frequent category of donation.

3. CRUCIAL – indeterminate amount, where:
  - a. unless STAR funds the activity, it is unlikely to happen; or
  - b. STAR is the only / lead donor and is fully recognised as such, where the body for whom the funds are raised puts a case to STAR for the money and accounts for it when spent (report, photos, thanks, invites). (E.g. Where STAR funded youth team travel abroad).

NOTE 'Crucial' amounts are likely to start at £500 and could run to thousands of pounds so it is unlikely to make more than one or two donations of this category a year.

4. EXTRAORDINARY – indeterminate amount:
  - c. when some highly unusual or highly public event or activity of local importance takes place; and
  - d. where STAR can be one of the significant players in the fund-raising without particularly seeking special credit (e.g. for instance the Ufton Nervet rail disaster, the Ryan's Royals campaign).

NOTE 'Extraordinary' amounts are likely to start at £500 and could run to thousands pounds, so it is unlikely to make more than one or two donations of this category a year.

#### **4. Review**

This policy will be reviewed by STAR's Board biennially, but members may call for it to be reviewed at any time by contacting the Secretary.