

Blue Teapot Theatre Company Donor's Charter

Our pledge is to treat all our donors with respect, honesty and openness. We will ensure that we are accountable and transparent in every facet of our business, so that donors and prospective donors can have full confidence in all aspects of the way in which we run our organisation.

To ensure that we meet our commitment to our donors and perspective donors we will:

- Provide access (print and online) to the organisation's most recent financial statements.
- Treat you, our donor, with respect and confidentiality.
- Keep the donor informed about the causes of fundraising if donations are being sought.
- Ensure that your donation is used responsibly and in a manner that is best suited for the children and adults with Intellectual disabilities that use our service.
- Ensure donations will be used for the purposes for which they were given.
- Acknowledge donations in an appropriate and timely fashion.
- Ensure all donations are handled with respect and confidentiality and that donors wishes are adhered to in the context of the Data Protection Acts.
- Guarantee that all relationships between donors and individuals including volunteers, employees or third party agents, representing the charity will be dealt with professionally.
- Inform donors whether those seeking donations are volunteers, employees of the organisation, or hired third party agents.
- Third party agents are expected to fully comply with Blue Teapot Theatre Company's standards and practices.
- Blue Teapot Theatre Company's financial control and procedures will ensure that all funds are used effectively and will minimise the risk of funds being misused.
- Provide donors with easy access to the agreed procedures for making and responding to complaints.
- Give truthful and forthright answers to questions you might have about the organisation.
- Make freely available information about those sitting on the organisation's governing Board of Directors, and that the board will exercise prudent judgement in its stewardship responsibilities.
- Blue Teapot Theatre Company will adhere to equality and all relevant labour regulations.
- The Board of Directors of Blue Teapot Theatre Company will approve an external auditor to audit the accounts.

As a charity seeking donations from the public, we, Blue Teapot Theatre Company, are committed to compliance with the Statement of Guiding Principles for Fundraising set down by the Irish Charities Tax Reform Group.

Any comments or complaints should be addressed to:

Sonja Brodie
General Manager
Blue Teapot Theatre Company
Munster Avenue
Galway

Tel: 091 520977
Email: info@blueteapot.ie
Web: www.blueteapot.ie

We are open Monday to Thursday from 9:00am to 5:00pm.