## ETHICAL FUNDRAISING POLICY

[Organization Name] is a charitable non-profit organization dedicated to providing [Organization Purpose] to [Insert Recipient]. [Organization Name] provides [Resources Provided by Organization]. We are dedicated to [Organization Mission] for [Insert Recipient] and this includes to create and maintain a safe environment that is welcoming and respectful of differences.

To ensure that its activities continue to be funded, [Organization Name] seeks to maintain varied financing sources. [Organization Name] believes that when raising funds, we have to take responsibility to donors, the organization, and the cause that is being supported. This policy, therefore, serves as a guide for [Organization Name] members to conduct ethical fundraising.

POLICY

[Organization Name] constantly seeks opportunities to collaborate with third parties, including businesses, individuals, trusts, and foundations, to accomplish common goals. However, in doing so, [Organization Name] workers and trustees must ensure that our mission, sense of personal integrity, and donor trust are not violated. To do so, [Organization Name] must practice openness, transparency, and respect when raising funds.

Furthermore, workers and trustees must also ensure that [Organization Name] does not expose itself by accepting donations from questionable or inappropriate sources. Hence, [Organization Name] receives financial support from and collaborations with businesses and individuals that meet the following criteria:

* There are compelling reasons to believe that outcomes will benefit [Insert Recipient] or enable staff to work toward [Organization Name] mission.
* [Organization Name] is satisfied that the benefits of the funding and/or relationship outweigh the risk of adverse publicity significantly.
* There is no attempt made by any third party to use a donation to influence the operations or policy of [Organization Name] either explicitly or implicitly.
* The independent and charitable status of [Organization Name] is not in any way compromised by fundraising activities.

Donors’ Rights

1. All fundraising requests made by or on behalf of [Organization Name] will state [Organization Name] name and the reason for the request. Printed solicitations will mention [Organization Name] address or other contact information.
2. Donors and prospective donors are entitled to the following promptly upon request:
	1. [Organization Name]’s most recent annual report and financial statements,
	2. Proof of the organisation’s charitable status, and
	3. A copy of this Policy.
3. Donors and prospective donors have the right to know whether the person collecting donations on behalf of [Organization Name] is a volunteer, an employee, a consultant, or a freelance fundraiser.
4. If [Organization Name] believes a proposed gift would significantly affect the donor's financial position, taxable income, or relationships, the donor will be advised in writing. It is the donor's responsibility to think about these issues before donating.
5. Donors' demands for anonymity will be honoured to the extent allowed by law, practice, and ethics.
6. Donors' privacy will be maintained. [Organization Name] will keep all donor records as private as possible. Donors have the right to inspect and correct their records.
7. Donors’ and potential donors’ requests to not be solicited by telephone or other technologies or limit the amount or frequency of printed or online communication about [Organization Name] will be honoured. Requests to not be contacted for fundraising purposes shall also be honoured.
8. To fulfil its objective, [Organization Name] will honour donors' requests to direct their donations to a specific area of [Organization Name] work.
9. [Organization Name] will promptly act on any complaint from a donor or prospective donor regarding this ethics policy. Initially, the [Insert Department] will try to address the complainant. Unsatisfied complainants may request a re-examination of their case by the [Organization Name] [Insert Person at Next Level for Escalation] in writing.

Fundraising Practices

When raising funds, the following are [Organization Name]’s practices:

1. Fundraising solicitations made by volunteers, employees, and hired fundraisers on behalf of [Organization Name] will be truthful, appropriately depict the activities and the intended use of donated cash, and respect the dignity and privacy of the individuals it serves.
2. Volunteers, employees, and hired fundraisers who solicit or receive funds on behalf of the [Organization Name] must follow the provisions of this Policy, act with fairness, integrity, and abide by all applicable laws. They must also follow applicable professional codes of ethics, standards of practice, etc.
3. Paid fundraisers, be them staff or consultant, shall be paid a salary, retainer, or fee rather than finders' fee or commission fees or other payments depending on the number of gifts received or the amount raised.
4. Volunteers, employees, and hired fundraisers will be informed at least yearly of the number, nature, and disposition of donor or potential donor complaints.
5. [Organization Name] will not sell or trade donor information.
6. [Organization Name] will comply with all rules and regulations and governing laws regarding donation acceptance, solicitation, and use.

Financial Accountability

1. [Organization Name]’s financial affairs will be managed responsibly according to stewardship, ethics, and national regulatory requirements.
2. All donations will go towards [Organization Name]’s mission.
3. Restricted donations will be used as agreed. If necessary, alternate uses will be discussed with the donor or their legal designation due to program or organizational changes(s). Assuming the donor is deceased or legally incompetent, and [Organization Name] cannot contact a legal representative, the donation will be used according to the donor's original intent.
4. An annual financial report prepared by [Organization Name] will accurately reflect the total amount of donations received and spent.
5. An annual report will be made to the Board of Directors to assess [Organization Name]’s fundraising program's cost-effectiveness.

Sourcing Funds

Volunteers, employees, and independent fundraisers are responsible for maximising resources for [Organization Name] while operating in the charity's best interest. As such, they must show stakeholders that their actions are consistent with [Organization Name]’s objectives.

As a result, [Organization Name] will not accept any of the following donations:

* Those related to criminal resources or behaviour
* Would result in a reduction in support for the organization
* Would advance a Donor's personal interests that contradict those of [Organization Name]
* Would jeopardise or have the potential to harm [Organization Name]’s reputation
* Could result in a meaningful decrease in the available resources to recipients.

Where none of these circumstances applies, [Organization Name] best interests are served by raising the most funds possible.

*When To Accept or Refuse Donations*

The following practices shall be followed when deciding when to accept and when to decline donations.

1. If volunteers, employees, or independent fundraisers decline a donation, they must demonstrate that their actions were consistent with [Organization Name]’s objectives.
2. The position of [Organization Name] toward a contentious Donor is not the sum of individual staff members' ideas. Rather, it is determined by the extent to which this particular Donor impacts [Organization Name] charitable objectives.
3. [Organization Name] will not accept financial support or partnerships from businesses or individuals whose revenues or income are derived from, or have recently been associated with:
	1. activities, literature, or policies that discriminate against or promote prejudice against a race, or
	2. exploitation or other forms of abuse against a race.

We shall not solicit business from such companies knowingly.

1. All other requests for financial support or collaborations from businesses or people will be reviewed case-by-case by volunteers, employees, or hired fundraisers.
2. Where an offer of support is conditional on [Organization Name] spending its own money or resources to facilitate the execution of the original proposal of support, volunteers, employees, or hired fundraisers should exercise caution in determining whether this would place charitable assets at undue and inappropriate risk.

Research and Data Protection

1. [Organization Name] will not gather, process, keep, sell, or pass on data in violation of the Freedom of Information and Protection of Privacy Act (FIPPA).
2. When gathering information, [Organization Name] will:
	1. Use ethical methods to obtain prospective research information,
	2. Avoid personal prejudice and bias,
	3. Be honest and transparent about purpose and identity when seeking information,
	4. consider the reliability of the sources of information used, and
	5. ensure that the research presented is accurate, relevant, and reliable.
3. [Organization Name] will always be mindful of the sensitivity of data collected from donors and potential donors. It will help [Organization Name] comply with FIPPA and ensure that any information obtained, especially non-public information, is treated with the utmost respect.
4. All concerns related to data ownership, fitness for use and confidentiality are covered by legally enforceable contracts when employing external agencies or sharing data with third parties (e.g. mailing houses).
5. [Organization Name] will compel any organizations processing data on its behalf to sign an Agreement Relating to Data Processing.
6. [Organization Name] legal team will review any Data Protection Agreements submitted by donors or prospective donors.

Commitment and Enforcement

All [Organization Name] members, whether employed full-time or part-time, consultants, board members or volunteers, are expected to adhere to the policy.

The policy will be introduced to new workers as part of their induction process. Staff will be reminded of its relevance in select meetings, with examples of actions taken and simulated ethical issues included.

All [Organization Name] members should ensure that any concerns highlighted are based on [Organization Name] ideals and not personal beliefs.

This policy shall be reviewed and revised annually or when needed.