

## Fundraising

**Purpose**

*To outline the parameters in which Accredited Supports to the Community (ASC) conducts fundraising activities and solicitation for donations.*

**Policy Statement**

*ASC will conduct all fundraising activities and solicitation for donations in a coordinated, ethical and transparent manner.*

*Fundraising activities and donation solicitations related to ASC in its entirety require consultation and approval of the Board of Directors.*

*Any proposed fundraising activity or donation solicitation by a program or service area must receive approval by the Executive Director, and at the discretion of the Executive Director, may be referred to the Board of Directors for consultation and approval.*

*All fundraising activity including those conducted by a program or service area must use the established administrative financial tracking procedures to ensure accountability of handling of funds. (See also Charitable Receipts for Income Tax Purposes Policy and Procedure).*

*ASC will provide, upon request, the best available information on the gross revenue, net proceeds and costs of any fund raising activity.*

*All ASC fundraising/donation solicitations and related promotional materials shall be truthful and accurately describe ASC, its activities and the intended use of the donated funds. Any external fundraising promotional materials or requests for donations must receive approval from the Executive Director and/or the ASC Board President.*

*There will be sensitivity in describing the people served, (whether using graphics, images or text) and will fairly represent needs and how the needs will be met.*

*Where requested, Donor anonymity will be respected. Under no circumstances will Donor lists be sold.*

*Employees and Volunteers must be authorized to solicit or receive funds on behalf of ASC and they shall:*

- *Disclose immediately to ASC if there is any actual or apparent conflict of interest or loyalty*
- *Adhere to the media and public relations policy and procedure*
- *Conduct themselves ethically, professionally and with integrity*
- *Not accept donations for purposes that are inconsistent with ASC Objectives or Mission*

*ASC shall adhere to provincial and federal regulations in regards to fundraising and solicitation of donations.*

Binder(s):	Board							Page:	1 of 1
Section(s):	Finance	A	95-04-19	R	97-11-25	R	01-03-22	R	2/24/05
Program Area(s):		R/R	01.31.08	R	Nov 2/12	R/R	Sept.26/13	R/R	June28/18
		R/R	July 26/18						