



Fundraising Policy (Not for Profit)

Intent

As a Local Government organization, Town of Thorsby utilizes fundraising activities for the purposes of raising monies to contribute to organizational goals and activities. This policy has been created to outline the rights of the donor and to guide the fundraising practices of Town of Thorsby.

Guidelines

Commitment

Town of Thorsby is committed to:

1. Fundraising procedures that respect the donor's rights to truthful information and privacy
2. Assuring donors of Town of Thorsby's integrity and accountability
3. Responsibly managing funds entrusted to Town of Thorsby by donors

Solicitation of Funds

Town of Thorsby shall ensure that all those who solicit funds on behalf of the organization adhere to this policy and that all commitments are fulfilled.

Volunteers, Employees and Third Party Solicitors

Those who solicit funds on behalf of Town of Thorsby shall:

- Adhere to the provisions of this policy
- Act with fairness, integrity and in accordance with applicable legislation
- Act professionally and in accordance with any ethical standards of Town of Thorsby
- Immediately disclose any actual or apparent conflict of interest or loyalty
- Not accept donations for purposes that are inconsistent with Town of Thorsby's objectives, mission and values

Fundraising

Fundraising Solicitations

All solicitations for fundraising by, or on behalf of, Town of Thorsby shall:

- Include the name and address of the organization
- Be truthful
- Accurately describe the organization's activities and the intended purpose for the donated funds
- Treat donors with respect
- Secure and safeguard any confidential information
- Provide verification of the affiliation of the individual representing the organization
- Disclose, upon request, whether the individual soliciting contributions is an employee, a volunteer or a contracted third party
- Upon completion of raising funds, proceeds of the fundraising event shall be remitted to the Town of Thorsby within 5 business days

Town of Thorsby will respect a donor's request to cease or limit solicitations; a request to not be solicited by telephone or other technology; or a request to receive or discontinue receiving printed materials.

Donor List

Town of Thorsby will not sell its donor list, but may engage in renting, exchanging or sharing the list with donor permission. If permitted by the donor, sharing shall be for a specified period, with a specific purpose and shall be limited to what is allowed under applicable privacy legislation. Please note that donor requests for exclusion in the event of sharing the donor list will be honoured.

Donor Privacy

Town of Thorsby and its staff respect donor privacy and will ensure that all information regarding donors is kept confidential where requested by a donor, except where otherwise required by law. Donor information may be shared in cases where specific permission has been granted by the donor.

Donor Acknowledgements

Within fourteen (14) days of collecting a donation, every donor to Town of Thorsby shall receive a formal acknowledgement/thank you letter and donation receipt.

Town of Thorsby Information

Town of Thorsby shall provide the following information promptly to donors upon request:

- The Charity Registration Number), as assigned by the Canada Revenue Agency (CRA)
- Any information contained in the *public portion* of the T3010A (Charity Information Return) as submitted to the CRA
- A list of the members on the Council (if not available on line)
- This policy

Fundraising Practices

- Before the fundraising event, any group that is planning to solicit funds or services, on behalf of Town of Thorsby, shall provide written consent from C.A.O. prior to soliciting funds / services.
- Chief Administrative Officer (CAO) will determine the budget, staff resources available, and the best methods to solicit donations for each designated project or program.
- Chief Administrative Officer (CAO) will submit a proposed fundraising plan to the Council for approval prior to proceeding with any fundraising solicitations.
- Town of Thorsby shall not, directly or indirectly, pay finder's fees, commissions or a percentage of compensation based on fundraising contributions.
- Town of Thorsby will make every effort to avoid making claims that cannot be upheld.
- Town of Thorsby staff will ensure that all representations made in the organization's materials are accurate with respect to its fundraising initiatives and accomplishments.
- To the extent possible, Town of Thorsby staff will ensure the accurate representation of the organization's activities in literature developed by external partner groups or agencies.
- Town of Thorsby will not exploit its beneficiaries, and shall fairly represent and address their needs.
- Town of Thorsby shall use all funds raised for the purposes identified in the fundraising campaign literature, or as directed in writing by the donor.
- Town of Thorsby shall discuss alternate uses of donations, where possible, with the donor. If the donor is deceased or legally incompetent, Town of Thorsby will contact a legal designate and will ensure that the donation is used in a manner as close to the original intent. If necessary, Town of Thorsby will apply to the courts, or appropriate regulatory body, to obtain legal authorization to use a donation for other purposes.
- Regular updates regarding donations and grants received will be provided to the Council or Board and any applicable stakeholders.

Other Donations

Aside from monetary donations, Town of Thorsby also accepts other forms of donations. Such as with monetary donations, the following items will be used to assist in Town of Thorsby's activities and goals:

- Gift cards
- Non-perishable food items
- Toiletries
- Cold weather items (winter coats, mittens, hats, etc.)
- Other as per Chief Administrative Officer (CAO) and or Council's approval

Inquiries and Concerns

Any donors with questions or concerns regarding their donations should contact Chief Administrative Officer (CAO) at 780-789-3935. Town of Thorsby will deal with inquiries promptly and fairly.

The Canada Customs and Revenue Agency – Charities Division can also provide information and will receive complaints about registered charities. To reach them, call 1-800-267-2384.

Acknowledgement and Agreement

I, _____ (Individual / Employee Name),
acknowledge that I have read and understand the Fundraising Policy of Town of Thorsby.

Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy.

I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____