

## WOOD BUFFALO COMMUNITY FOUNDATION'S FUND DEVELOPMENT AND DONOR RIGHTS POLICY

### Preamble

The primary purpose of this Policy is to ensure Wood Buffalo Community Foundation's ('The Foundation') integrity and accountability to its donors. In adopting this policy, The Foundation commits to exercising due care concerning the governance of fundraising and donor stewardship, and to ensure to the best of its ability that the organization adheres to the provisions of the policy.

This Policy should be cross referenced with the Foundation's *Gift Acceptance Policy*.

### Fund Development Practices

Fund development solicitations on behalf of The Foundation will:

- Be truthful;
- Disclose The Foundation's name and the purpose for which funds are requested. Printed solicitations (however transmitted) will also include its address and Charitable Registration number [BN] as assigned by Revenue Canada;
- Accurately describe The Foundation's activities and the intended use of donated funds;
- Respect the dignity and privacy of those who benefit from The Foundation's activities;
- Be reflective of The Foundation's objects, mission and vision;
- Complement our community and its other important organizations;
- Be aware and respectful of other community fundraising initiatives.

Volunteers, employees and hired solicitors who solicit or receive funds on behalf of The Foundation shall:

- Adhere to the provisions of this Policy;
- Act with fairness, integrity, and in accordance with all applicable laws;
- Adhere to the provisions of applicable professional Policies of ethics, standards of practice, etc.
- Cease solicitation of a prospective donor who identifies the solicitation as harassment or undue pressure;
- Disclose immediately to The Foundation any actual or apparent conflict of interest; and
- Accept only donations for purposes that are consistent with The Foundation's objects or mission.

Compensation for fundraisers, including performance-based compensation practices (such as salary increases or bonuses) will be consistent with The Foundation's policies and practices that apply to non-fundraising personnel. Foundation employees, contractors or hired solicitors will not be paid finders' fees, commissions or other payments based on either the number of gifts received, or the value of funds raised.

The Foundation's volunteers, friends and staff members are authorized to encourage donors to make outright and deferred gifts. The types of deferred gifts to be offered include bequests, gifts of residual interest, charitable remainder trusts, gifts of life insurance policies and proceeds, and such other gift arrangements as the Board of Directors may from time to time approve. (*See Gift Acceptance Policy Appendix A – Types of Gifts*)

Prospective donors are entitled to the following, upon request:

- The Foundation's most recent annual report and financial statements as approved by the governing board;
- Any information contained in the public portion of the most recent Information Return [form T3010] as submitted to Canada Revenue Agency;
- A list of the names of the members of WBCF's Governing board;
- A copy of this Policy;
- To know if the individual soliciting funds on behalf of WBCF is a volunteer, an employee, or a hired solicitor.

## **Donors' Rights**

Donors and prospective donors will be treated with respect. The Foundation will respond promptly to a complaint by a donor or prospective donor about any matter that is addressed in this Policy. A complainant who remains dissatisfied will be informed that he/she may appeal in writing to The Foundation's governing board or its designate and will be advised in writing of the disposition of the appeal.

All donors (individuals, corporations, and foundations) are entitled to:

- Receive an official receipt for income tax purposes for the amount of the donation. Donors of non-monetary eligible gifts (or gifts-in-kind) are entitled to receive an official receipt that reflects the fair market value of the gift. (Note: "Eligible gifts" are defined in Canada Revenue Agency Interpretation Bulletin IT-110R2 or its successor. Some common gifts, such as donations of volunteer time, services, food, inventory from a business, etc. are not eligible to receive official tax receipts.) A minimum amount of \$25 must be donated for the automatic issuance of receipts, in which case smaller donations will be receipted only upon request.
- Receive The Foundation's Audited Financial Statements prior to The Foundation's annual meeting.
- Receive annual financial statements for their own fund(s), and to challenge the accuracy.
- Be advised of The Foundation's target areas at the commencement of each granting cycle, to allow for Donor feedback.

## **Privacy**

The Foundation is committed to protecting the privacy of personal information and its privacy practices are informed by the Privacy of Personal Information and Electronics Document Act (PIPEDA). Further, all board members, staff and volunteers shall commit to confidentiality at the start of their service by signing a Confidentiality and Privacy Agreement Statement (Policies 5.1 and 5.3). This commitment shall remain in force during and after their service.

Donors' wishes regarding recognition or anonymity regarding a gift shall be respected, provided that any recognition is consistent with The Foundation's usual standards of practice for donor recognition, and legal requirements. (*See Gift Acceptance Policy: Gift Disclosure*)

The Foundation will not exchange, rent, or otherwise share its fundraising or donor list with other organizations;

## **Governance and Review**

The Foundation's governing board will be informed at least annually of the number, type and disposition of complaints received from donors or prospective donors about matters that are addressed in this Policy.

The cost-effectiveness of The Foundation's fund development program will be reviewed regularly by the governing board.