

**FLEURIEU COMMUNITY FOUNDATION LTD**

**Guidelines Title: Fundraising**

<b>Date of Adoption</b>	24 February 2012
<b>Dates Reviewed:</b>	25 August 2017
<b>Date of Next Review:</b>	30 June 2019

**1. PURPOSE:**

To identify the Fleurieu Community Foundation (FCF) position on fundraising practices and the standards expected in raising funds from the community.

**2. BACKGROUND:**

One of the goals of the FCF is to build and manage substantial Public and Open Funds from community donations for philanthropic purposes in the region. The FCF also aims to raise funds for the Fleurieu Community Foundation Ltd Administration Account to support the management of the trust funds and the day to day operation of the FCF.

It is anticipated that most of the Trust Funds will be derived from donations; however opportunities will arise to raise money from public and private functions and other FCF activities. The Board should carefully consider fundraising opportunities on a case-by-case basis as they have the potential to raise significant funds for the FCF and promote the name and work of the Foundation.

**3. PRINCIPLES:**

The Board is committed to ensuring that FCF fundraising activities are carried out in an appropriate and ethical manner.

**4. DEFINITIONS:**

- *Fundraising* - means any activity endorsed by the FCF Board that is held for the purpose of producing an income for the FCF Trust Funds – the Public Fund and Open Fund.

**5. GUIDELINES DETAILS:**

- All FCF fundraising activities must have the prior approval of the Board.
- A working party consisting of Board Directors, members and volunteers will be set up as needed, to develop, implement and manage major fundraising events
- In making decisions about fundraising, the Board will ensure that the proposed activities will not be undertaken if they expose the organisation to financial risk or if they have potential to be detrimental to the good name or community standing of the FCF.
- In undertaking fundraising activities, the FCF will adhere to the following practices and standards:
  - Fundraising activities will comply with all relevant laws – e.g. if fundraising is undertaken by way of raffles or lotteries, the FCF will ensure that the necessary permits and registrations are in place prior to commencing the activity in accordance with the SA *Lottery and Gaming Act, 1936*.
  - All solicitations will be conducted ethically in a manner determined by the Board.
  - Any communications to the public made in the course of carrying out a fundraising activity shall be truthful and non-deceptive.
  - All monies raised via fundraising activities will be for the stated purpose of the appeal and will comply with the organisation's stated mission and purpose.
  - Nobody directly or indirectly employed by, or volunteering for the FCF shall accept commissions, bonuses or payments for fundraising activities on behalf of the organisation – with the exception of instances in which a professional fundraising contractor has been engaged to undertake fundraising on a fee-for-service basis.

- All fundraising activity will comply with FCF *Privacy Policy* regarding the management of personal information.
- The activity will comply with FCF *Media Relations Policy* regarding marketing and other statements to the media.
- In addition, financial contributions from fundraising activities will only be accepted from companies, organisations and individuals in accordance with FCF *Ethical Investment Policy*.

**6. RESPONSIBILITY:**

- The Board is responsible for the implementation and review of this policy.
- All Board members, staff and volunteers are responsible for adhering to this policy.