

ETHICAL FUNDRAISING POLICY

Policy number	2019.04.9cxii.POLICY	Version	2
Drafted by	Committee	Approved by Board on	03/04/2019
Responsible person	Chairperson	Scheduled review date	October 2019

INTRODUCTION

The Board of Bandiana Neighbourhood House is committed to ensuring that fundraising activities are carried out in an ethical manner.

This policy applies to the Board, casual, permanent and contract staff and volunteers.

PURPOSE

The purpose of this document is to identify Bandiana Neighbourhood House's position on fundraising practice and to document the standards expected in raising funds from the community.

POLICY

Bandiana Neighbourhood House's guiding fundraising principle is a simple one – we will only use techniques that we would be happy to be used on ourselves.

In doing so, the organisation will adhere to the following standards:

- Fundraising activities carried out by Bandiana Neighbourhood House will comply with all relevant laws.
- 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.
- All personal information collected by Bandiana Neighbourhood House is confidential and is not for sale or to be given away or disclosed to any third party without consent.
- Nobody directly or indirectly employed by or volunteering for Bandiana Neighbourhood House shall accept commissions, bonuses or payments for fundraising activities on behalf of the organisation.
- No general solicitations shall be undertaken by telephone or door-to-door.
- Fundraising activities should not be undertaken if they may be detrimental to the good name or community standing of Bandiana Neighbourhood House.
- Financial contributions will only be accepted from companies, organisations and individuals the Board considers ethical. Companies and organisations specifically excluded from making financial contributions to Bandiana Neighbourhood House include pharmaceutical/gambling/tobacco/alcohol companies.

AUTHORISATION

03/04/2019. Bandiana Neighbourhood House Inc

ETHICAL FUNDRAISING PROCEDURE

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RESPONSIBILITIES

The Board is responsible for the implementation and review of this policy.

All Board members, casual, permanent and contract staff and volunteers are responsible for adhering to this policy.

PROCEDURES

A Fundraising Sub-Committee will be formed to oversee the major fundraising tasks. The Fundraising Sub-Committee will report regularly to the Board, including tabling of meeting minutes at Board meetings.

All fundraising activities must have the prior approval of the Board, as recorded in Board meeting minutes.

A statement estimating income and expenses will be prepared prior to the commencement of any new fundraising activity that may present a financial risk to Bandiana Neighbourhood House. Fundraising activities should not be undertaken if they will expose the organisation to significant financial risk.

RELATED DOCUMENTS

- [Board Fundraising Policy](#)
- [Investment Planning Policy](#)
- [Code of Ethics](#)

AUTHORISATION

Karen Ramsay . 04/04/2019