



ETHICAL FUNDRAISING POLICY

A. Donors' Rights

1. Contributors to SWG, which are not themselves registered charities or qualified donees, may be entitled to receive an official receipt for income tax purposes for the eligible amount* of a gift of cash or the fair market value of the property contributed. Leadership may establish a minimum amount for the automatic issuance of official receipts, in which case smaller contributions may be receipted only upon request.

**Eligible amount is defined as the voluntary gift amount for which the donor has not received an advantage in return (as per Canada Revenue Agency [CRA] guidelines).*

2. Fundraising solicitations by or on behalf of our organization will disclose our full name and the purposes for which funds are requested. Printed solicitations, however transmitted, will also include our address or other contact information.

3. Contributors and prospective contributors are entitled to receive the following information promptly, upon request:

- Our most recent annual report and audited financial statements as approved by the Board,
 - Our charity registration number (BN) as assigned by CRA; any information contained in the public portion of our most recent Annual Information Return (Form T3010),
- A list of the names of the Board,
- A copy of this *Ethical Fundraising Policy*.

4. Contributors and prospective contributors are entitled to know, upon request, whether an individual soliciting funds on our behalf is a volunteer, an employee, or a fundraising consultant.

5. The privacy of contributors will be respected, including their right to remain anonymous, unless the law requires the release of the information. Contributors have the right to receive a copy of their own contribution record, and to challenge its accuracy.

6. Any contributor or prospective contributor list will not be sold, traded or otherwise shared with other organizations unless they are affiliated with and have the permission of SWG.

7. Contributors and prospective contributors will be treated with respect. Every effort will be made to honour their request to:

- Limit the frequency of solicitations
- Update our records for a Do Not Mail/Email request

8. The organization will respond promptly to a complaint by a contributor or prospective contributor about any matter that is addressed in this *Ethical Fundraising Policy*. A

designated staff member or volunteer will attempt to satisfy the complainant's concerns in the first instance. A complainant who remains dissatisfied will be informed that he/she may appeal in writing to the Leadership, and will be advised in writing of the disposition of the appeal. A complainant who is still dissatisfied will be informed that he/she may notify the Canadian Centre for Christian Charities (SHAREWORD GLOBAL) in writing of his/her concerns.

B. Fundraising Practices

1. Our fundraising solicitations will:

- Truthfully describe our projects for which the contributions will be used
- Respect the dignity and privacy of those who benefit from our activities in pursuit of our objects.

2. Members, volunteers, employees, and hired fundraisers who solicit or receive funds on our behalf shall:

- Adhere to the provisions of this *Ethical Fundraising Policy*
- Act with fairness, integrity, and in accordance with all applicable laws
- Adhere to the provisions of the applicable professional codes of ethics, standards of practice, etc.
 - Cease solicitation of a prospective contributor who identifies the solicitation as harassment or undue pressure
 - Disclose immediately to the organization any actual or apparent conflict of interest
 - Not accept contributions for projects or programs that have not been approved by the Board

3. Paid fundraisers, whether staff or consultants, will be compensated by a salary, retainer, or fee, and will not be paid finders' fees, commissions, or other payments based on either the number of contributions received or the value of funds raised. Compensation policies for fundraisers will be consistent with our policies and practices that apply to all our personnel.

4. If an external fundraiser is retained, access to our master contributor list will be limited and will be kept under strict control.

5. Leadership will be informed at least annually of the number, type, and disposition of complaints received from contributors or prospective contributors about matters that are addressed in this *Ethical Fundraising Policy*.

6. Our donors will be kept informed with comprehensive and current information about our organization and its ministries.

7. Contributors are encouraged to seek independent professional advice before making a significant gift to ensure that the proposed contribution will not adversely affect the contributor's financial position, or his or her relationship with family members.