

Donor Relations and Fundraising Policy			
Date Created	Sept 2023	Date Reviewed	
Date Approved	Sept 18, 2023	Scheduled for Review	Sept 2025
Approved by	Executive Director and Board of Directors		

Purpose

Chebucto Connections relies on the trust and respect of donors and the community at large. The objective of this policy is to ensure that Chebucto Connections meets high ethical standards with its donors (including prospective donors) and complies with existing laws in Canada.

Scope & Definitions

This policy applies to Chebucto Connections Board of Directors and all employees/contract staff. Donors – refers to individuals and corporations who donate money or other gifts to Chebucto Connections.

Donations – refers to gifts of cash, gifts in kind, life insurance or property as is legally permissible by the Canada Revenue Agency (CRA) and as explained in our Gift Acceptance Policy.

Fundraising Activities – refers to the business activities of Chebucto Connections to solicit charitable donations to support Chebucto Connections’ mission and vision.

Donor Relations

Chebucto Connections is committed to treating donors with respect, gratitude and consideration.

1. Donor requests to remain anonymous will be honoured.
2. Chebucto Connections issues tax receipts for all gifts that are \$10 and above, and meet the CRA’s definition of a charitable donation.
3. Chebucto Connections reserves the right to decline a gift based on:
 - a. Incompatibility with Chebucto Connections Mission
 - b. Desire of the donor to exert unacceptable conditions or controls over disbursement of the gift;
 - c. Gifts that are illegal;
 - d. Unacceptable risks; and
 - e. Other factors agreed to by the Board of Directors.
4. Chebucto Connections encourages donors to seek independent advice if the gift is a planned gift or if Chebucto Connections believes the gift may significantly affect the donor’s financial position or taxable income and may request the donor to provide:
 - a. Proof that the donor obtained or has waived their right to obtain independent professional advice;
 - b. Written note releasing Chebucto Connections from any liability that may arise in relation to making the gift.

5. Chebucto Connections will respect donor request regarding frequency of contact and any request to discontinue contact.
6. Chebucto Connections will reject any donation that poses any significant risk to its name, reputation or integrity.
7. Chebucto Connections does not sell, rent, exchange or otherwise share its donor list.

Fundraising Practices

To demonstrate transparency and accountability, Chebucto Connections posts a variety of information on its website including this policy, its audited financial statements, annual reports, public portion of the Registered Charity Information return, list of board of directors, complaints policy and privacy policy. Chebucto Connections staff are available to meet with donors or perspective donors by appointment either in person or virtually.

1. Fundraising will always be conducted in a manner that is respectful of donors and the community.
2. Fundraising solicitations on behalf of Chebucto Connections will be truthful and accurately describe the intended use of the donated funds.
3. Chebucto Connections representatives will always disclose their role and identity with the organization.
4. Representatives will cease solicitation of a current or prospective donor who identifies the solicitation unwelcomed.
5. Chebucto Connections allows donors to name the area of work the funds go to.
6. Undesignated donations are added to Chebucto Connections area of greatest need.

Fundraising Practices: Third-Party Fundraising

The following provides third-party fundraisers and Chebucto Connections with clear guidelines in relation to the organization and promotion of third-party events. Third-party fundraisers are events voluntarily organized and led by independent individuals, groups, or organizations for the purpose of raising funds for the benefit of, or on behalf of, Chebucto Connections.

1. All third-party event organizers are encouraged to contact Chebucto Connections early in their planning to discuss their ideas, and to seek guidance and support from Chebucto Connections staff.
2. Third-party fundraising events in support of Chebucto Connections must reflect Chebucto Connections' mission, vision, and values. Chebucto Connections reserves the right to decline any fundraising proposal that is deemed to not align with the values or established policies and procedures. This includes the right to approve any co-beneficiaries of a planned event.
3. The third-party event organizer is responsible for all vendor agreements, contracts, insurance, and necessary permits related to the event.
4. Chebucto Connections will not assume any legal or financial liability for a third-party fundraising event.

5. Third-party fundraising events must be financially self-sustaining without financial contribution from, or risk to, Chebucto Connections.
6. Third-party event organizers shall transparently and truthfully state the portion of the event proceeds that will be donated to Chebucto Connections.
7. Refunds or reimbursements will not be available after proceeds are donated to Chebucto Connections.
8. Chebucto Connections cannot accept responsibility as an organizer or sponsor of any third-party fundraising event. As such, Chebucto Connections should be portrayed as a beneficiary on all event materials.
9. Any use of Chebucto Connections' name and logo in association with a third-party fundraiser must be preauthorized by Chebucto Connections. All event materials (i.e., posters, invitations, tickets, signage, advertisements, etc.) containing Chebucto Connections' name and/or logo must be approved by Chebucto Connections prior to printing and/or distribution.