# FAMILY VISIONS INCORPORATED
# POLICY AND PROCEDURE MANUAL

| POLICY:<br><br>**FUNDRAISING AND DONATIONS** | POLICY NO: FMG-005 | PAGE 1 of 2 |
|---|---|---|
| | DATE REVIEWED:<br><br>February 2022 | PREVIOUS POLICY DATE/NAME:<br>September 28, 2011 BDA01-30 |
| | | RELATED DOCUMENTS:<br>Registered Charities Act – CRA<br>Imagine Canada Standards |
| APPROVED BY:<br>Board of Directors | DISTRIBUTION: Board Policy | |

**PURPOSE:**
Fundraising is required to aid the support of Family Visions Inc. supported individuals. Family Vision Inc. relies on community support in order to provide our supported individuals with opportunities, they may not otherwise experience.

**DEFINITION:**
*Fundraising is any activity that includes a solicitation of present or future donations of cash or non-cash gifts, the sale of goods or services to raise funds, whether explicit or implied.*
*Charities Act* – www.canada.ca

Family Vision Inc. defines fundraising as "The collection of money, and/or products through donations and/or event programming for the explicit purpose of enhancement to the Agency's budget in accordance with its mission.

**POLICY:**
Family Visions will engage in ethical fundraising activities and accept donations to support Family Vision's Inc. objectives. As a registered charity – Family Visions will issue Official Income Tax receipts. Family Visions Inc. will not share its fundraisers list with anyone. All monetary donations and/or gifts in kind which are given in support of Family Visions Inc. are gratefully accepted, however Family Visions Inc. reserves the right not to accept any donation that is deemed inappropriate by either the Board of Directors and/or the Executive Director. Unsolicited donations may be accepted as long as unacceptable obligations are not imposed upon Family Visions Inc. organization, its Board of Directors and/or Staff.

**PROCEDURE:**
- As a charitable registered organization, Family Visions Inc. will prepare and issue Official Income Tax receipts for monetary gifts and gifts in kind in compliance with regulatory requirements.
- Donors of non-monetary eligible gifts (gifts in kind) are entitled to receive an official receipt that reflects the fair market value of the gift. (Donations of volunteer time, services, etc. are NOT eligible)

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| POLICY:<br><br>**FUNDRAISING AND DONATIONS** | POLICY NO: FMG-003 | PAGE 2 of 2 |
|---|---|---|
| | DATE REVIEWED<br>February 2022 | PREVIOUS POLICY DATE/NAME:<br>September 28, 2011 BDA01-30 |
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- Donors and prospective donors are entitled to the following, promptly, upon an email, phone call request:
  a) The agency's most recent annual report and financial statements as approved by the governing Board of Directors,
  b) A list of the names of the current Board of Directors.
- Donors and perspective donors will be advised, upon request, whether an individual soliciting funds on behalf of Family Visions Inc., is an Board Director, Staff and/or Volunteer, and/or a hired fund-raiser.
- Any Board Director, Staff and/or Volunteer and/or hired fund-raiser who are fund-raising and/or collecting donations on behalf of the organization must:
- -act with fairness, integrity and in accordance with applicable laws,
- -cease contacting prospective donor who states that he/she does not wish to be contacted,
- -disclose immediately to the organization any actual or apparent conflict of interest or loyalty, and
- -not accept donations for any purpose that are inconsistent with the organization's objectives.
- All restricted or designated donations will be used only for the purpose for whom they are given unless express consent is received from the donor to utilize their donations in an alternate manner.
- All donors request to remain anonymous will be honored and respected.
- Any donor records that are maintained by the agency will be kept confidential to greatest extent possible. Donors have the right to see their own donor record, and to challenge its accuracy.
- All fundraising materials distributed on behalf of Family Visions Inc. will include its address or other contact information.
- All donations received or funds raised through fundraising events and/or activities will be deposited to Family Visions Inc. financial institution using the established "Fundraising Account".