FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **FUNDRAISING AND DONATIONS**	POLICY NO: FMG-005	PAGE 1 of 2
	DATE REVISED: March 26, 2024	PREVIOUS POLICY DATE/NAME: September 28, 2011 BDA01-30 PREVIOUS REVISION February 2022
		RELATED DOCUMENTS: Registered Charities Act – CRA Imagine Canada Standards
APPROVED BY: Board of Directors	DISTRIBUTION: Board Policy	

PURPOSE:
Family Vision Inc. relies on community support in order to provide our Supported Individuals with opportunities, they may not otherwise experience. Fundraising is undertaken to make these opportunities financially viable.

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

POLICY
Family Visions Inc. (FVI) seeks outright gifts and future gift commitments that are consistent with its mission. Donations generally will be accepted from individuals, partnerships, corporations, organizations, or other entities without limitations—unless the acceptance of gifts from a specific source is inconsistent with the organization's beliefs, values, and mission.

FVI will not accept gifts from companies whose products may be harmful to our clients, or from donors whose requests for public recognition are incompatible with our philosophy of appreciation, or from individuals who do not support FVI Mission and Vision. FVI Executive Director will correspond with the donor to explain FVI Policy and to inform the donor that the gift will not be accepted.

In processing, all gifts will be coded in the donor database for the constituency source from which the gifts were given (e.g., individual, corporation, foundation, organization, etc.).

FVI will at all times maintain an independent position on issues and concerns around the care of Supported Individuals. FVI will not accept any support that implies or requires endorsements of products.

PROCEDURES

- All fundraising activity will be agreed upon by the Board of Directors prior to initiation
- All fundraising materials distributed on behalf of Family Visions Inc. will include its address and other contact information.
- All donations received or funds raised through fundraising events and/or activities will be deposited to Family Visions Inc. financial institution and recorded in the established "Fundraising Account" by the FVI Accountant.
- All fundraising activities will adhere to procedures outlined here

SOLICITING AND ACCEPTING GIFTS

Donations

Monetary donations generally will be accepted from individuals, partnerships, corporations, organizations, or other entities without limitations—unless the acceptance of gifts from a specific source is inconsistent with the organization's beliefs, values, and mission. A receipt following CRA guidelines will be provided.

Noncash Gift Policies and Procedures

It is recommended that noncash gifts be reviewed prior to acceptance. Some gifts, such as stock, real estate, life insurance, or personal property, impose special obligations on an organization.

FVI will comply with CRA recommendations:

- The fair market value of the item must be established before an official receipt for income tax purposes can be issued. If the value of an item is presumed to be over $1,000, we recommend contacting an independent appraiser
- a third-party appraisal is strongly recommended by the CRA for in-kind gifts of $1,000 or more
- If the charity cannot establish a fair market value, they are not obliged to accept the donation and consequently would not issue a receipt. If the item appears to be of nominal value, no receipt should be issued.
- Generally it is not necessary for the donor to show such a receipt, provided it is otherwise easy to establish the fair market value of the item that is being donated. If the donor purchased the item less than three years prior to the donation, they can only get a donation receipt that reflects the lesser of (a) the cost to the donor at that time and (b) the current fair market value

In-Kind Gifts

Ensure that FVI accepts gifts-in-kind that support its mission, are consistent with its policies, and are properly accounted for and acknowledged. A gift-in-kind is an item such as equipment, software, or a product that a donor voluntarily transfers to FVI without charge or consideration.

Only FVI Executive Director and Board of Directors have the authority to accept in-kind gifts. Donors must complete a gift-in-kind form that includes the name of the donor, a description of the item(s), the retail value of the item(s), and permission to publicly recognize the donation. Once accepted, the donated item(s) becomes the property of FVI, which retains the right to dispose of a gift-in-kind as it sees fit, unless another arrangement has been made with the donor.

Tangible Personal Property

Gifts of jewelry, artwork, collections, equipment, and software should be approved by FVI Executive Director and presented to the FVI Board for final approval. These gifts must be used by or sold for the benefit of the agency. If gift items are sold, the agency must follow all CRA requirements for disposing of gifts of tangible personal property and filing the appropriate tax reporting forms. In Canada, gifts of art or cultural property worth more than $1,000 will be appraised by a registered appraiser. Special incentives, rules, and procedures apply to gifts of cultural property and to ecological gifts.

As part of its gift-acceptance policy, a charity may elect to refuse gifts of cash, securities, real estate, or other items of value if it believes that such gifts are incompatible with the mission of the organization, conflict with its core values, or would create a financial, administrative, or programmatic burden. The executive director will refer questionable gifts to the executive committee or the board of directors for guidance on a case-by-case basis.

Sponsorships

When the benefits and recognition offered by YWS to a donor are considered to be material based on the guidelines of the CRA, YWS and the contributor should enter into a formal Letter of Agreement with regard to benefits and recognition, and the contribution should be classified as a sponsorship. No tax receipt will be issued to acknowledge sponsorships.

Language for Special Event Contribution

Eg. “The ticket price is $100 ($75 is tax deductible).”

CRA Regulations In Canada, to calculate the gift part of a ticket to a fundraising event, a charity can consider that it has received two payments: • payment for the fair market value of the meal or entertainment it is providing (not the actual cost of providing the meal or entertainment) • a gift For example, say a hospital foundation sells tickets for $200 each to a fundraising dinner-dance. The cost to the foundation of putting on the event is $45 per person. The foundation calculates the fair market value of the food and entertainment provided to persons attending the event to be $75. The gift to the foundation is the difference between the $200 ticket price and the $75 value of the benefit received. The actual cost to the foundation, $45 per person, is not a factor in calculating the part of the ticket price that is a gift. Therefore, the foundation can issue a tax receipt indicating the deductibility of $125 for each ticket purchased.

Direct Mail Solicitation Disclosure Statement

- identify who is forwarding the correspondence
- use FVI logo and letterhead
- Purpose of funds raised
- Describe how the funds will be recognized (ie receipting, other recognition)
- Include donor privacy information
- Contact information for further questions or discussion
- A copy of FVI board list, current financial statement is available upon request by contacting the Executive Director at Family Visions Inc.

DONOR DATA

To be collected by members of fundraising committee during specific fundraising event. A data base will be maintained by the Accountant/Payroll Administrator for all donations to FVI in a given year.

<u>Recorded Donor data:</u>

- name
- individual, corporation, foundation, organization
- telephone numbers
- physical addresses
- email address
- gifts, pledges,
- in-kind gifts
- volunteer services
- whether acknowledgement can be made public
- source of gift ie whether direct mail appeal, at special event, or solicitation
- Record gifts according to the donor's intended use (e.g., unrestricted, restricted [specific program or project], endowment, etc.).

GIFT ACKNOWLEDGEMENT

- Gifts of 20.00 will receive a charitable donation receipt
- Gifts will be acknowledged including a thank-you letters on behalf of the FVI with receipts included.
- If no goods or services were received in exchange for the gift, insert "No goods or services were received in exchange for your gift. Therefore, the full amount of your contribution is tax-deductible as allowed by Canadian law." If a good or service was received, the organization must inform the donor of its fair market value in order for the donor to know the tax-deductible portion of the contribution. eg. "In exchange for your contribution of $500, you received a book with an estimated fair market value of $75, so $425 may be treated as a tax-deductible portion of the contribution."
- When gifts with restrictions are accepted, restrictions will be honored. These restrictions will be detailed in the donor's gift or pledge commitment letter.

- Acknowledgments of corporate support will be limited to a company's name, logo, or slogan that is an established part of the supporter's identity, trade name, address(es), and telephone number(s). Recognition of major corporate support will be developed in cooperation with the corporate donors and will be consistent with FVI mission and purposes. FVI will seek to develop recognition opportunities that are appropriate and meaningful for both the supporting companies and FVI.

Donor Receipts Information

- Official receipt for tax purposes
- FVI Charitable Registration Number
- FVI corporate address
- Location issued
- Date issued
- Name of donor
- Address of donor
- Donation received
- Eligible amount of gift
- Authorized Signature

DONORS

Donor Rights

- To be informed of the organization's mission, of the way the organization intends to use donated resources, and its capacity to use donations effectively for their intended purpose
- To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgement
- To have access to the organization's most recent audited financial statement
- To be assured their gifts will be used for the purposes for which they were given
- To receive appropriate acknowledgement and recognition
- To expect that all relationships with individuals representing the organization will be professional in nature.
- To be informed whether those seeking donations are volunteers, employees of the organization, or hired fundraiser
- To have the opportunity for their names to be deleted from mailing lists.
- To feel free to ask questions when making a donation and to receive prompt answers.
- To be assured that all online transactions and contributions occur through a safe, private and secure system that protects the donor's personal information.
- To be clearly informed if a contribution goes directly to FVI or is held by, or transferred through, a third party.
- To have access to the organization's privacy policy.

Donor Privacy

FVI treats donor information with the utmost confidentiality. Donor information is not shared with other organizations. A donor's name will be removed from your mailing list at their request. All donors request to remain anonymous will be honored and respected.

Fundraising polices will be shared on FVI website. FVI maintains information that is required for fundraising purposes only, what is appropriate for the donor or prospect to see upon request, made available to the staff, board members, and volunteers on a "need-to-know" basis.

All provinces have Freedom of Information Protection and Privacy (FOIP) legislation that governs the privacy of information for public organizations, and there is also the federal Personal Information Protection and Electronic Documents Act (PIPEDA). PIPEDA supersedes any provincial policy that does not meet the federal standard.

FVI staff and volunteers are required to read, sign and comply with FVI Oath of Confidentiality.

Conflicts of Interest:
Members shall avoid competing professional or personal interests and shall disclose such interests to their institutions at the first instance. A conflict of interest can create an appearance of impropriety that can undermine confidence in the member, their organization, and the profession.

Blackout Periods

Where funding organizations include a fundraising restriction commonly known as the "blackout" period within their policies, FVI will honor that restriction.

Refund Policy
Should a donor wish to discuss a refund of their donation they will be asked to please contact the Executive Director so that the request can be addressed. As per Revenue Canada: in most cases, a registered charity cannot return a donor's gift. At law, a gift transfers ownership of the money or other gifted property from the donor to the charity. Once the transfer is made, the charity is obliged to use the gift in carrying out its charitable purposes. On occasion, though, a charity may be obliged by law to return gifts to donors. This can happen, for instance, when a charity asks the public to contribute to a special project and later events make it impossible to carry out the project.