

## New Visions Toronto Policies

<b>Policy No.: 1.11</b>  <b>Page 1 of <u>  2  </u></b>	<b>SECTION: Governance and Leadership</b>  <b>SUBJECT: <i>Fundraising</i></b>	<b>Approved: Board of Directors</b> <b>Date Initiated: <u>  January 2014  </u></b> <b>Date Reviewed: <u>  February 2014  </u></b> <b>Date Revised: <u>  February 2014  </u></b>
<p>All fundraising activities for NVT must be truthful and accurately describe NVT's purpose and activities.</p> <p>All fundraising claims must be upheld and cannot be misleading.</p> <p>All fundraising activities must disclose:</p> <ul style="list-style-type: none"> <li>• The agency's name</li> <li>• Address or contact information</li> <li>• The purpose for the donation</li> <li>• If an Official Income Tax Receipts will be issued for all or part of the donation</li> <li>• If the individual seeking donations is a volunteer, employee or contracted third party</li> </ul> <p>NVT will be sensitive and respectful in describing Supported Individuals and will fairly represent their needs and how those needs will be impacted by the donations.</p> <p>NVT will not (in)directly pay a finder's fee, commission or percentage compensation based on donations.</p> <p>Anyone fundraising on behalf of NVT must:</p> <ul style="list-style-type: none"> <li>• Have the approval of the agency by the Board of Directors or Executive Director</li> <li>• Act with fairness and honesty</li> <li>• Be able to provide identification and proof that they are acting on behalf of NVT</li> <li>• Follow all Policies, Procedures and Government rules</li> <li>• Stop contacting a potential donor if they make that request</li> <li>• Disclose any potential Conflict of Interest</li> <li>• Not accept donations for purposes that do not meet NVT's mission and vision</li> <li>• Keep any personal information that is provided safe and private</li> </ul> <p>If NVT enters into a marketing agreement with a third party the following will be disclosed in all related materials that are produced:</p> <ul style="list-style-type: none"> <li>• How NVT will benefit from the sale of products or services</li> <li>• The minimum and maximum amounts payable under the agreement</li> <li>• Whether there is a minimum payable</li> </ul> <p>Any fundraising that involves selling tickets will have the proper licence(s).</p> <p>The Executive Director will ensure that Procedures are in place for:</p> <ul style="list-style-type: none"> <li>• Recording donations</li> <li>• Providing receipts</li> </ul>		

- Tracking the amounts raised
- Tracking how donations are spent
- Keeping personal information safe and private
- Following rules for lotteries, draws and raffles

A separate budget will be maintained that will identify all expenses and revenue generated by fundraising.

The Board of Directors will receive a monthly fundraising budget as part of the financial package.



**Board President Signature**

*Distribution to all New Visions Toronto locations unless otherwise indicated. (Current list of Policy Manuals is maintained in Administration office)*