



FUNDRAISING POLICY

Type: **Governance**

Authority: Board of Directors >

Policy #34

Date Approved: Dec 2013

Date Revisited:

Rationale: This policy is designed to ensure the Board of Manitoba Water Polo Association Inc (MWPA) is committed to ethical fundraising activities. All donations solicited on behalf of the organization shall be used to further the mission and vision.

This policy applies to the Board, casual, permanent and contract staff and volunteers.

Guidelines: The purpose of this document is to identify MWPA's position on fundraising practice and to document the standards expected in raising funds from the community.

The Board is responsible for the implementation and review of this policy. The Director – Fundraising/Sponsorship oversees the day to day activities.

All Board members, casual, permanent and contract staff and volunteers are responsible for adhering to this policy.

Procedures: MWPA's guiding fundraising principle is a simple one – we will only use techniques that we would be happy to be used on ourselves and funds shall be solicited in a respectful manner and without pressure.

In doing so, the organization will adhere to the following standards:

- Fundraising activities carried out by MWPA will comply with all relevant laws; that is, the law of the jurisdiction where the activity takes place. This includes national, provincial and local laws;
- Any communications to the public made in the course of carrying out a fundraising activity shall be truthful and non-deceptive;
- All fundraising promotional materials must contain a "statement of purpose"; I.e. Proceeds are for the benefit of _____.
- All monies raised via fundraising activities will be for the stated purpose and will comply with the organization's stated mission and vision;
- All personal information collected by MWPA is confidential and is not for sale or to be given away or disclosed to any third party without consent;

- Nobody directly or indirectly employed by or volunteering for MWPA shall accept commissions, bonuses or payments for fundraising activities on behalf of the organization;
- A Fundraising Sub-Committee may be formed to carry out the major fundraising tasks. The Sub-Committee will report regularly to the Director – Fundraising/Sponsorship, including tabling of meeting minutes at Board meetings;
- All fundraising activities must have the prior approval of the Board, as recorded in meeting minutes;
- A statement estimating income and expenses will be prepared prior to the commencement of any new fundraising activity;
- Fundraising activities should not be undertaken if they will expose the MWPA to significant financial risk;
- Fundraising activities should not be undertaken if they may be detrimental to the good name or community standing of MWPA;
- Financial contributions will only be accepted from companies, organizations and individuals the Board considers ethical;
- All fundraising events must be evaluated by the Board for determination of continued offering;
- A report on fundraising will be prepared by the Director – Fundraising/Sponsorship for inclusion in MWPA's annual report.