

# Glenbow Ranch Park Foundation

## Fundraising and Donor Policy

The purpose of this policy is to define Glenbow Ranch Park Foundation (GRPF) policies related to fundraising integrity and accountability to donors, in a manner consistent with encouraging the highest ethical standards as a registered charity and as a public foundation.

### 1. Fundraising Best Practices

Fundraising solicitations on behalf of the GRPF will be truthful and accurately describe the intended use of the funds.

Anyone soliciting funds on behalf of the GRPF shall:

- Adhere to this Fundraising and Donor Accountability Policy;
- Act with fairness, integrity, and in accordance with all laws, professional codes, or standards of practice;
- Cease solicitation of a prospective donor who identifies the solicitation as unwelcomed;
- Disclose immediately to GRPF any actual or apparent conflict of interest; and
- Not accept donations for purposes that are inconsistent with the GRPF's objects.

GRPF will not pay finders' fees or commissions to anyone based on either the number of gifts received or the value of funds raised.

GRPF will not sell or share its donor list with any organization unless required by law to share such list.

The Board of Directors of GRPF shall be informed in a timely fashion of complaints from donors or prospective donors about any matters.

GRPF supports and upholds the Association of Fundraising Professionals' Code of Ethical Standards.

### 2. Donor Rights

All donors are entitled to receive an official receipt for income tax purposes for the amount of the donation regardless of the size of the donation. Donors of non-monetary eligible gifts (as defined by the Canada Revenue Agency) are entitled to receive an official receipt that reflects the fair market value of the gift.



All fundraising solicitations by or on behalf of GRPF will disclose GRPF's name and the purpose for which funds are requested. In the case of printed and electronic solicitations the contact details of GRPF shall be provided.

Donors and prospective donors are entitled to the following, promptly upon request:

- To know whether an individual soliciting funds on behalf of GRPF is a steward, an employee or Board Director, or a hired solicitor;
- A copy of GRPF's most recent approved audited financial statements;
- GRPF's charitable registration number as assigned by the Canada Revenue Agency;
- Any information contained in the public portion of the charity's most recent T3010 form as submitted to the Canada Revenue Agency;
- A list of the names of the Directors of the GRPF; and
- A copy of this Fundraising and Donor Rights Policy

Donors will be encouraged to seek independent advice if GRPF has any reason to believe that a proposed donation might significantly and adversely affect the donor's financial position or taxable income.

The privacy of donors will be respected. Any donor records that are maintained by GRPF will be kept confidential to the greatest extent possible. Donors have the right to see their own donor record, and to challenge its accuracy. A donor's request to remain anonymous will be respected.

Donors and prospective donors will be treated with respect and every effort will be made to honour their requests to limit the frequency of solicitations or not to be solicited by certain means.

GRPF will respond promptly to any complaint by a donor or prospective donor.

GRPF is committed to reporting on a regular basis to donors about the Foundation's activities.

### 3. Financial Accountability

GRPF's financial affairs will be conducted in a responsible manner, consistent with the ethical obligations of stewardship and the legal requirements of provincial and federal regulators.

All donations will be used to support GRPF's objectives, as registered with the Canada Revenue Agency.

All restricted or designated donations will be used for the purposes for which they are given. If need arises to make alternative use of the funds, every attempt will be made to discuss alternative uses with the donor.



No more will be spent on administration and fundraising than is required to ensure effective management of the organization and GRPF will meet or exceed all Canada Revenue Agency requirements for expenditures on charitable and other activities.

GRPF will make externally-audited financial statements public each year in a timely fashion following the end of its fiscal year.

