

Ethical Fundraising Policy for The Meeting House

Last Updated: September 2018

A. RESPONSIBILITY TO THE DONOR

1. All contributors to The Meeting House that are not themselves registered charities are entitled to receive an official receipt for income tax purposes for the amount of eligible contributions made in cash or for the fair market value of the property contributed. The minimum amount for the automatic issuance of official receipts is \$20 in a calendar year.
2. All fundraising solicitations by or on behalf of The Meeting House will disclose our full legal name (The Meeting House Church Family) and the purposes for which funds are requested. All contribution appeals will contain the statement in section C2 below. Printed solicitations (however transmitted) will also include our address or other contact information.
3. Contributors and prospective contributors are entitled to receive the following information, promptly upon request:
 - a. our most recent annual report and audited financial statements as approved by the overseer board and the membership
 - b. our charity registration number (BN) as assigned by Canada Revenue Agency
 - c. any information contained in the public portion of our most recent Charity Information Return (Form T3010)
 - d. a list of the names of the members of the overseer board
 - e. a copy of this Ethical Fundraising Policy

Contributors and prospective contributors are entitled to know, upon request, whether an individual soliciting funds on our behalf is a volunteer, an employee, or a fundraising consultant.

The privacy of contributors will be respected, including their right to remain anonymous, unless information must be released by law. Contributors have the right to receive a copy of their own contribution record and challenge its accuracy.

The contributor or prospective contributor list will not be exchanged, rented, or otherwise shared with other organizations.

Contributors and prospective contributors will be treated with respect. Every effort will be made to honour their request to limit the frequency of solicitations, to not be solicited by telephone or

other electronic technology or to receive printed material concerning our specific fundraising appeals

The organization will respond promptly to a complaint by a contributor or prospective contributor about any matter that is addressed in this Ethical Fundraising Policy. A designated staff member or volunteer will attempt to satisfy the complainant's concerns in the first instance. A complainant who remains dissatisfied will be informed that he/she may appeal in writing to our overseer board or its designate and will be advised in writing of the disposition of the appeal.

B. FUNDRAISING PRACTICES

1. Our fundraising solicitations will
 - a. truthfully describe our projects or programs for which the contributions will be used
 - b. respect the dignity and privacy of those who benefit from our activities in pursuit of our objects
2. Volunteers, employees, and hired fundraisers who solicit or receive funds on our behalf shall
 - a. adhere to the provisions of this Ethical Fundraising Policy
 - b. act with fairness, integrity and in accordance with all applicable laws
 - c. adhere to the provisions of the applicable professional codes of ethics, standards of practice, etc.
 - d. cease solicitation of a prospective contributor who identifies the solicitation as harassment or undue pressure
 - e. disclose immediately to the organization any actual or apparent conflict of interest
 - f. not accept contributions for projects or programs that have not been approved by our board
3. Paid fundraisers, whether staff or consultants, will be compensated by a salary, retainer, or fee, and will not be paid finders' fees, commissions, or other payments based on either the number of contributions received or the value of funds raised. Compensation policies for fundraisers will be consistent with our policies and practices that apply to all our personnel.
4. If an external fundraiser is retained, access to our master contributor list will be limited and will be kept under strict control.
5. The Overseers will be informed at least annually of the number, type, and disposition of complaints received from contributors or prospective contributors about matters that are addressed in this Ethical Fundraising Policy.
6. Our donors will be kept fully informed with comprehensive and current information about our organization and its ministries.

- Contributors will be encouraged to seek independent professional advice before making a significant gift to ensure that the proposed contribution will not adversely affect the contributor's financial position or his or her relationship with family members.

C. FINANCIAL ACCOUNTABILITY AND ORGANIZATIONAL INTEGRITY

- Overseers Board

Overseers are a group of Elders selected to represent and oversee the entire ministry of The Meeting House Church Family. Our Senior Pastor(s) report to this team and they focus on our ministry and operations, while also ensuring we are financially responsible according to charitable law and our general operating by-law and are healthy and growing as a community.

- Designated Giving Policy

Designated gifts will be received for organization-approved funds. Each restricted contribution designated towards an organization approved fund will be used as designated with the understanding that, when the need for such a fund has been met or cannot be completed for any reason determined by the organization, the remaining restricted contributions designated for such fund, will be used where needed most.

The Overseers of The Meeting House has adopted the preceding as policy. In so doing, the Overseers commits itself to being the responsible custodian of contributions received to pursue the organization's objects, to exercise due care concerning the governance of fundraising and financial reporting, and to ensure, to the best of its ability, that the organization adheres to the provisions of the policy. It is hereby confirmed that each member of the governing board member has received a copy of the policy and that a copy will also be provided to each person who is subsequently elected to the Overseers board or appointed to Senior staff.

Signed at _____, _____, this _____ day of _____, _____.
