

	Subject:	No. of Pages:	Effective Date:
	DONOR POLICY	2	September 2021
	Type: Fundraising	Version #: 1	Approved: Sept. 2021
	Finalized/Approved Revision New	September 2021	Executive Director/ <u>Fund Development</u> Individual/Department

Policy Statement:

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. Hospice Renfrew complies with all applicable laws established for charitable organizations and wants to ensure that it maintains the highest level of conduct when dealing with donors.

Fundraising Activities:

All fundraising activities conducted by or on behalf of Hospice Renfrew must:

- Be truthful;
- Accurately describe Hospice Renfrew's name;
- Disclose Hospice Renfrew's name;
- Disclose the purpose of which the funds are requested;
- Disclose Hospice Renfrew's policy with respect to issuing Official Income Tax receipt including any policy on minimum amounts for which a receipt will be issued; and
- Disclose, upon receipt request, whether the individual or entity seeking donations is a volunteer, employee or contracted third party

Payment of Fundraisers:

Hospice Renfrew does not, directly, or indirectly pay finder's fees, commissions or percentage compensation based on contributions.

Conduct of those seeking or receiving funds:

Anyone seeking or receiving funds on behalf of Hospice Renfrew, whether a volunteer, employee or contracted third party must:

- Act with fairness, integrity and in accordance with all applicable laws;
- Cease contacting a prospective donor who states that he/she does not wish to be contacted;
- Disclose immediately to Hospice Renfrew any actual or apparent conflict of interest or loyalty; and
- Not accept donations for purpose that are inconsistent with Hospice Renfrew's mission

Donor Requests:

Hospice Renfrew honours and immediately records on its donor database, all donors', and prospective donors' requests to:

- Limit the frequency of conduct;
- Not to be contacted by telephone or other technology;
- Receive printed material concerning the organization;
- Discontinue contact
- Remain anonymous

Independent advice with respect to donations:

Hospice Renfrew encourages donors to seek independent advice when the proposed gift is a Planned Gift and/or Hospice Renfrew has reason to believe that the proposed gift might significantly affect the donor's financial position, taxable income or relationship with other family members.

Responsibility/Accountability:

It is the responsibility of the Executive Director (ED), Fund Development Committee to ensure that the Donor Policy is strictly followed to ensure that Hospice Renfrew's philanthropic integrity is maintained.