



Policy: Fundraising

ChildNet Number: CN 015.011

Original Approved Date: June 22, 2010

Policy Revised Date(s): October 28, 2010

Policy Sunset Date:

COA Standard(s): ETH 3.01, 3.02, 3.03, 3.04, 3.05, GOV 6.05

Statement of Policy:

Fundraising activities, engaged in by or on behalf of ChildNet are conducted in an ethical and fiscally responsible manner that respects the rights and privacy of the donors and ensures that donations are used for their intended purpose.

Board Chair Signature:

Date: 11-30-10



Procedure: Fundraising

ChildNet Number: CN 015.011

Original Approved Date: June 22, 2010

Procedure Revised Date(s): October 28, 2010, March 12, 2014, February 21, 2018

Procedure Sunset Date:

COA Standards: ETH 3.01, 3.02, 3.03, 3.04, 3.05, GOV 6.03

Definitions:

Fundraising activity – The solicitation or receipt of monies through capital campaigns, contribution plans, and other appeals. These activities do not use and are not supported by any monies received pursuant to a contract with the State of Florida.

Donor – For purposes of this policy, donor is any individual or organization that provides funds to ChildNet as a result of a fundraising activity. For donors as relates solely to donations, see CN 015.012 Coordination of Donations.

Statement of Procedure:

Procedures:

- I. The Board of Directors is responsible for overseeing fundraising activities to include establishing targets and goals, as well as ensuring there are adequate resources to support ChildNet's services. As part of its oversight, it ensures written agreements are established with any outside contractors or consultants prior to engaging for the purpose of fundraising activities.
- II. Prior to any fundraising activity, the Board is presented with an analysis of the cost and benefits, taking into account factors that affect the reasonableness of the fundraising costs in comparison to dollars raised. All monies expended as relates to fundraising are to be carefully allocated to clearly indicate the costs associated with the fundraising process and not rolled into or attributed to another program within ChildNet. No monies received pursuant to a contract with the State of Florida are to be used in relation to fundraising activities. Any actions that ChildNet leadership may take regarding fund-development must be sound and supported through data which must be collected and maintained.
- III. ChildNet spends funds for the purpose(s) for which they are solicited, with the exception of reasonable costs for administration of the fundraising process. As part of the oversight of the fundraising, accounting of the monies raised through fundraising is maintained and reviewed by the Board. In addition, ChildNet maintains accounting segregation for restricted funds.



IV. DONOR RIGHTS

- A. ChildNet acknowledges receipt and appreciation for any contributions.
- B. ChildNet is to provide an accurate description of:
 - 1. ChildNet's identity and purpose
 - 2. ChildNet's programs and services
 - 3. The purpose for which the solicitation is being made
- C. ChildNet is to disclose agency financial information to potential and current donors in accordance with all current federal, state, and local laws and regulations, upon request.
- D. Upon request of donor or funding source, ChildNet discloses descriptive and financial information for revenue-generating activities, including fee-for-service programs, for-profit subsidiaries, and related or unrelated business ventures.
- E. ChildNet is to provide donors with information regarding how the funds are to be utilized without material omissions, misstatements of fact, or misrepresentation of the use of requested funds.
- F. ChildNet is to protect the confidentiality of all privileged information related to donor /client relationships, or any information based upon the specific request of a donor.
- G. Donor personal information is not shared with outside agencies or persons.
- H. If requested, donor names are confidential and personal information is kept in secured locations.
- I. Donor names may be included in collateral materials, unless donor requests anonymity.
- J. Donors have the right to request their name be removed from mailing lists and can be kept anonymous.
- K. Relationships with individuals representing organizations of interest to the donor will be professional in nature.
- L. The organization raises funds in accordance with applicable local, state, and federal requirements and registers all fundraising activities with the appropriate administrative authorities.

President Signature:

Date:

02-27-18