



POLICY

Regina Transition House is committed to maintaining transparent and responsible practices for handling donations. Further, the organization is dedicated to ethical and consistent fundraising procedures.

PURPOSE

The purpose of this statement of policy and procedures is to provide clear direction regarding fundraising and the acceptance of gifts. Further, the purpose is to demonstrate our adherence to ethical practice, enhance relationships with donors and funders, to further our reputation as a fiscally responsible and accountable organization, and improve administrative efficiency and effectiveness.

Regina Transition House values the support of all donors and potential donors. We believe that transparency and accountability are essential to our organization's success and our positive relationships with our supporters.

SCOPE

This Statement of Policy and Procedures applies to all individuals, staff, volunteers, Board members and hired professionals, who are involved with Regina Transition House and Regina Transition House.

RESPONSIBILITY

- (1) The Board of Directors (the Board) is responsible for the oversight of all fundraising. The Board of Directors, through the use of Executive limitations, monitors compliance of the Fundraising Policy.
- (2) The Executive Director is responsible for implementation of the Board's direction with regard to fundraising.
- (3) The Executive Director, under the supervision of the Board is responsible for ensuring adequate funding to operate the shelter and all of its programs.
- (4) Any requests to contract an independent contractor to complete fundraising work on behalf of Regina Transition House must be approved by the Board.
- (5) The Executive Director is responsible for ensuring that all individuals associated with Regina Transition House are aware of and understand this policy. The Executive Director is also responsible for the day to day implementation and oversight of the policy and procedures.
- (6) The Executive Director is responsible for managing the duties of any volunteer planning committee involved in fundraising.



DEFINITIONS

Ethical Practice

Regina Transition House is a member of Imagine Canada's Ethical Code Program. The Ethical Code sets out standards for charities in the areas of donor policies and public representation, fundraising practices, financial practice and transparency.

Employees, Board members, volunteers or third parties who solicit or receive funds on behalf of the organization must engage in ethical practice. This is defined as follows:

- Act with fairness, integrity and in accordance with application laws
- Cease contact with a prospective donor who does not wish to be solicited
- Disclose immediately any actual or perceived conflict of interest
- Does not accept donations and or services that are inconsistent with the mission of the agency. Such inconsistent purposes may include some or all of the following areas of concern: nudity, violence, drug or alcohol abuse, and discrimination.
- Adhere to the provisions of the Regina Transition House Code of Ethics, Code of Conduct Policy, Conflict of Interest Policy, Fundraising Policy and the Imagine Canada Ethical Fundraising and Financial Accountability Code.

Presentations, materials or requests for donations must:

- Include the organization's name
- Be truthful
- Accurately describe the organization's activities □ Disclose the purpose for which the funds are requested

Compliance to this policy:

- Staff and volunteers engaging in work on behalf of the organization, including fundraising, receive orientation to the organization and its policies
- Prior to establishing a relationship with an outside organization, individual, or corporation for the purpose of raising funds; individual employees seeking to do so must first consult with the Executive Director, prior to taking action on collecting funds or agreeing to any type of partnership on behalf of Regina Transition House.

Fundraising and events

It shall be the responsibility of the Executive Director to:

- Coordinate all types of fund raising programs and to be the primary contact in soliciting funds
- Protect the interest of donors and avoid an excessive number of solicitations in the name of Regina Transition House

Fundraising and events to be coordinated include:



- Plans to raise funds on an annual basis
- Special fund raising appeals for specific purposes
- Solicitation of corporate sponsorship/partnership
- Any other fundraising program as approved by the Board of Directors

Should the Executive Director and the Board determine that the organization requires funds for a major capital project, they will determine if there is an appropriate level of internal capacity allowing the fundraising project to be led by existing staff or alternately retaining the services of a professional fundraising consultant, if internal capacity is not sufficient.

Should the Board determine that an external fundraiser be hired, the following steps will be taken:

- The Board will work with the Executive Director to develop a Request for Proposals and the organization's tendering process will be followed
- When a professional consultant is chosen, a signed agreement shall be prepared. The agreement will outline the scope of work, project timelines, project deliverables, and compensation, including how expenses will be reimbursed.
- Agreements will be reviewed, when determined necessary by legal counsel, and brought forward to the Board for approval and periodic monitoring.
- Compensation for fundraising services will be based on the project. Neither staff members nor external consultants shall be paid a commission, finder's fees or a percentage on funds received.
- During the fundraising period, the Board of Directors, the Executive Director or the consultant will, on request, disclose the nature of the relationship between Regina Transition House and the consultant.

Gift Acceptance Policy

- Regina Transition House seeks donations and pledges of support that are consistent with our goals, beliefs, values, and mission. The Executive Director will oversee that gifts and donations of all types and sizes are acknowledged in some way as per day to day operations (i.e. hand written card, social media, general thank you letter and/or card).
- We issue charitable tax receipts for all qualified donations as per the CRA Charities Directorate website. <https://www.canada.ca/en/services/taxes/charities.html>
- Board members have the authority to accept gifts on behalf of the organization. Staff may also accept gifts, providing prior notice to the Executive Director.
- Regina Transition House will not accept donations from companies whose products may be harmful to our clients or from donors whose requests for public recognition are incompatible with our mission or mandate.

**Publicly Traded Securities**

- Securities may be in the form of publicly traded shares or bonds. Derivative contracts, options and future swaps are not accepted. Regina Transition House retains the right to make all decisions regarding the disposition or retention of these gifts in accordance with its Investment Policy.
- The value of a gift of securities is the market value at the end of the day on which the gift is accepted.

Gifts in Kind

- Offers of gifts in kind are reviewed on an individual basis, engaging legal counsel as necessary. Care is taken to ensure that acceptance of gifts in kind do not involve financial commitments or other obligations disproportionate to the size of the gift.
- If an income tax receipt is requested, Regina Transition House shall obtain an independent evaluation of fair market value and shall follow all relevant Canada Revenue Agency guidelines.

Life Insurance Policies

Regina Transition House will accept a life insurance policy as a gift if it is named as the beneficiary. The income tax receipt amount will be determined according to Canada Revenue Agency guidelines.

Bequests

Official tax receipts will be issued to the estate of the deceased.

Other Gifts

Other gifts such as real estate, personal property, annuities, trusts or endowments will be assessed on a case by case basis. Legal and professional accounting advice will be sought so that an informed recommendation can be made to the Board of Directors. The Board will give careful consideration to aspects of the gift prior to finalizing a decision regarding acceptance.

Use of Legal Counsel

Regina Transition House is committed to meeting all legal and regulatory obligations. Legal counsel is recommended for:

- Transactions with a potential conflict of interest
- Gifts that require Regina Transition House to assume unusual or extraordinary obligations
- Other instances in which the use of legal counsel is deemed appropriate by the Board and the Executive Director

Anonymity

- Donors requesting anonymity will be assured of non-disclosure to anyone or to anybody except as required by law



- The donor's identity will be limited to the smallest number of individuals as possible
- The donor's name must be used for receipting purposes. The donor is referred to as Anonymous in any printed materials. Any documents containing the donor's name will be locked in the administrative offices. Any electronic records containing the name of the donor will be password protected. These documents and records will not be used for any purpose excepting internal financial or auditing purposes.

Contact

- All communications sent out to past donors, potential donors, or our mailing/contact lists, will provide instructions for requesting no further contact as per Anti-Spam legislation guidelines.
- Regina Transition House will respect a donor's request for no further contact. In such case, the name of the donor will be removed from all contact lists.
- Methods of indirect contact such as social media and our website are accessed at potential donor's discretion and may include campaigning for funds or advertising fundraising events more frequently.

Privacy

Regina Transition House will not sell, exchange, rent or otherwise share donor information. This information is on Regina Transition House's website as per the organization's Privacy Policy.

Independent Advice

If there is reasonable basis to believe that, a donor's gift or intended gift to Regina Transition House has the potential to substantively affect the donor's financial position or relationship with family members, the donor will be encouraged in writing to seek independent advice. This may include circumstances where:

- The donor wishes to make a large donation
- An investment is solicited
- Regina Transition House discloses a conflict of interest
- The donation has significant tax or estate planning implications

Restricted or Designated Gifts

- Should a donor identify that their donation is for a specific purpose, Regina Transition House shall only use those funds for the intended purpose.
- If the donor's expectations cannot be met in regard to a specific purpose, the donor will be informed of this. If the donor is not able to alter his or her expectation, the donation will not be accepted.
- Donation funds that are accepted and are earmarked for a particular purpose will be used immediately for that purpose or will be deposited to the organization's bank. Should the designated purpose be a future endeavor, the accounting transaction will show that the funds are restricted. The amount will be placed in the appropriate restricted reserve fund.

**Naming Policy**

Regina Transition House does not ordinarily have a naming policy. Naming opportunities will be established in exceptional circumstances and will require approval from the Board.

If naming opportunities are established, recognition levels will be clearly identified, the details of how contributor information will be shared with the community and the length of time the naming is valid will all be clearly detailed.

This policy must be reviewed every three years.

We welcome feedback from our donors and take all suggestions or complaints seriously. Regina Transition House's website has a "contact us" link as well as a complaint form.