

**FANSHAWE COLLEGE FOUNDATION
BOARD OF DIRECTORS' POLICY MANUAL**

Category 3: **Fundraising and Donor Management**

Title: Donor Rights

Policy Number:

Effective Date:

Reference: 502, 3813, 4901

1. PURPOSE

The purpose of this policy is to ensure that the Foundation establishes and maintains the confidence of donors, potential donors and the community at large by adhering to the *Donor Bill of Rights* and by exercising integrity in all phases of operations including the management of donor contact processes and management of donor lists.

Donor Rights or The Donor Bill of Rights was created by the American Association of Fund Raising Counsel (AAFRC), the Association for Healthcare Philanthropy (AHP), the Association of Fundraising Professionals (AFP), and the Council for Advancement and Support of Education (CASE). It has been endorsed by numerous organizations in Canada.

2. POLICY

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. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the non-profit organizations and causes they are asked to support, all donors have the following rights:

1. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes;
2. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities;
3. To have access to the organization's most recent financial statements;
4. To be assured their gifts will be used for the purposes for which they were given;
5. To receive appropriate acknowledgement and recognition;
6. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law;
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature;
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors;
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share;
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers;

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The Foundation will also ensure that donors have the following rights:

11. To expect a request for anonymity to be honoured and implemented;
12. To specify the extent of interactions by the Foundation, including the right to:
 - a. limit the frequency of contact;
 - b. not be contacted by telephone or other technology;
 - c. receive printed material concerning the organization; and
 - d. discontinue contact.
13. To be assured that appropriate processes are in place to carefully determine donors expectations regarding Foundation contact, and that these practices are applied carefully and consistently;
14. To be assured that all necessary steps are taken to maintain the confidentiality of the Foundation's donor lists; and
15. To be assured that the Foundation does not sell, barter or share its donor lists under any circumstance, except as may be required by law.

3. Monitoring

- The Executive Director will present to the Board an annual monitoring report demonstrating that principles in this policy are in practice, and identifies trends or themes that highlight challenges and emerging issues.

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