



# BASS VALLEY COMMUNITY GROUP INCORPORATED

## FUNDRAISING POLICY

### INTRODUCTION

The Committee of Governance (COG) of the Bass Valley Community Group (BVCG) is committed to ensuring that fundraising activities are carried out in a coordinated, authorised and ethical manner.

This policy applies to anyone raising funds associated with BVCG.

### PURPOSE

The purpose of this document is to identify BVCG's position on fundraising practice and to document the standards expected in raising funds from the community.

### POLICY

The BVCG's guiding fundraising principle is a simple one – we will only use techniques that we would be happy to be used on ourselves.

In doing so, the organisation will adhere to the following standards:

- All fundraising activities must have the prior approval of the COG, as recorded in meeting minutes
- All proposed fundraising will have a schedule stating the duration of the appeal including start and finish
- Fundraising activities carried out by BVCG will comply with all relevant laws.
- Any communications to the public made in the course of carrying out a fundraising activity shall be truthful and non-deceptive.
- All monies raised via fundraising activities will be for the stated purpose of the appeal and will comply with the organisation's stated mission and purpose.
- All personal information collected by BVCG is confidential and is not for sale or to be given away or disclosed to any third party without consent.
- Nobody directly or indirectly employed by or volunteering for BVCG shall accept commissions, bonuses or payments for fundraising activities on behalf of the organisation.
- No general solicitations shall be undertaken by telephone or door-to-door.
- Fundraising activities should not be undertaken if they may be detrimental to the good name or community standing of BVCG
- Fundraising in the vicinity of shopping areas will need to gain necessary authorisation.
- All fundraising will ensure that donors are thanked where possible. This may be by way of letter, emails or notice in the Bass Valley news
- Proposed fundraising activities that include more than a nominal expense must have a full budget approved by the COG before commencing.

Authorised by: Bass Valley Community Group Incorporated

President: \_\_\_\_\_

Date \_\_\_\_\_

Date of Policy November 2017

Date of Next Review June 2020