



**Ethical Fundraising &
Financial Accountability
Policy
Sudbury Canoe Club
206 Ramsey Lake Road
Sudbury, Ontario**

All fundraising solicitations by or on behalf of the Sudbury Canoe Club will disclose the Club's name and the purpose for which the funds are requested. Printed solicitations (however transmitted) will also include its address or other contact information.

Donors and prospective donors are entitled to the following, promptly upon request:

- The club's most recent annual report and financial statements as approved by the governing board;
- The club's registration number
- A list of the names of the club's governing board, and
- A copy of the club's Ethical Fundraising and Financial Accountability policy.

Donors and prospective donors are entitled to know, upon request, whether an individual soliciting funds on behalf of the club is a volunteer, an employee, or a hired solicitor.

Donors will be encouraged to seek independent advice if the club has any reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income, or relationship with other family members.

The club does recognize its donors at its Annual General Meeting and on its website. If a donor requests to remain anonymous, their request will be respected

The privacy of donors will be respected. Any donor records that are maintained by the club will be kept confidential to the greatest extent

possible. Donors have the right to see their own donor record, and to challenge its accuracy.

The club will not rent, exchange, or otherwise share its fundraising list with other organizations.

Donors and prospective donors will be treated with respect. Every effort will be made to honour their requests to:

- Limit the frequency of solicitations;
- Not be solicited by telephone or other technology; and
- Receive printed material concerning the club.

Fundraising Practices

Fundraising solicitations on behalf of the club will:

- Be truthful;
- Accurately describe the club's activities and intended use of donated funds; and
- Respect the dignity and privacy of those who benefit from the club's activities.

Volunteers, employees and hired solicitors who solicit or receive funds on behalf of the club shall:

- Adhere to the provisions of this Ethical Fundraising & Financial Accountability policy;
- Act with fairness, integrity, and in accordance with all applicable laws;
- Adhere to the provisions of the applicable statutes, standards of practice, professional codes of ethics, etc.;
- Cease solicitation of a prospective donor who identifies the solicitation as harassment or undue pressure;
- Disclose immediately to the club any actual or apparent conflict of interest; and
- Not accept donations for purposes that are inconsistent with the club's objectives or mission.

Financial Accountability

The Club's financial affairs will be conducted in a responsible manner, consistent with ethical stewardship and the legal requirements of provincial and federal regulators.

All donations will be used to support the club's objectives.

All restricted or designated donations will be used for the purposes for which they are given. If necessary due to program or organizational changes, alternative uses will be discussed where possible with the donor or the donor's legal designate. If the donor is deceased or legally incompetent and the club is unable to contact a legal designate, the donation will be used in a manner that is as consistent as possible with the donor's original intent.

Annual financial reports will be factual and accurate in all material respects; disclose:

- The total amount of fundraising revenues
- The total amount of fundraising expenses
- The total amount of donations that are receipted for income tax purposes (excluding bequests, endowed donations that cannot be expended for at least 10 years, and gifts from other charities)
- The total amount of expenditures on charitable activities (including gifts to other charities)
- Identify government grants and contributions separately from other contributions; and
- Be prepared in accordance with generally accepted accounting principles.

The club's governing body will regularly review the effectiveness of the club's fundraising program.