

# KERRISDALE COMMUNITY CENTRE SOCIETY

## KCCS FUNDRAISING POLICY

### OVERVIEW

The Kerrisdale Community Centre Society (KCCS) board strives to ensure that sponsorship and fundraising activities are consistent with KCCS mission, values, and objectives.

This policy is intended to help protect the integrity of the organization and its stakeholders by outlining ethical standards, transparency and accountability in relation to monetary and/or in-kind donations solicited or received through sponsorship or fundraising activities.

The KCCS Executive and/or KCCS Board member (as designated by the KCCS Executive) has the authority to negotiate sponsorship and fundraising opportunities on behalf of KCCS, under the direction and approval of the KCCS Board of Directors.

The KCCS Board of Directors may designate a board member or a member of staff to judge that criterion of specific sponsorship and/or fundraising opportunities fall within the intent of this policy.

This policy applies to all board members, staff, volunteers, who may be engaged in approved fundraising or sponsorship activities on behalf of KCCS.

### FUNDRAISING AND SPONSORSHIP DEFINITIONS.

Fundraising and Sponsorship activities are defined, but not limited to the following:

- **Special Events:** Fundraising activities that are conducted by KCCS.
- **Planned Giving Donations:** Deferred donations, such as bequests and/or charitable trusts.
- **Corporate Donations:** Corporate donations including corporate sponsorship of KCCS events.
- **Individual Donations:** Personal solicitation of donations from individuals.
- **In Kind donations:** Donations of goods or services for KCCS programs and events.

### KCCS OBLIGATIONS TO DONORS

All donations that are received by KCCS are done so without any obligation on KCCS with respect to the donor or sponsor. In addition, a donor or sponsor may not influence the content of any KCCS program or service.

### POLICY GUIDELINES

#### Approval of Sponsorship and Fund Raising

Fundraising or sponsorship activities must meet the intent and principles of this policy. Activities that are consistent with this policy which may be reasonably perceived by the public, and/or KCCS staff, members or volunteers as potentially damaging to KCCS credibility or reputation, will be reviewed by the KCCS Board of Directors. The opportunity will be reviewed and approved/denied by the KCCS Board of Directors according to the KCCS Fund Raising Policy.

Board Approval : January 28, 2026

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## **Rules of Conduct**

Volunteers, board members and staff who solicit monetary donations or are otherwise engaged sponsorship of fundraising activities on behalf of KCCS must:

- Have no vested interest that could result in personal gain.
- Disclose immediately to KCCS any actual or perceived conflict of interest.
- Avoid potential situations which might create biased influence of any or donor over the programs, policy or resources of KCCS.
- Act with fairness, integrity and in according to all applicable legislation;

## **Grants**

KCCS may apply for grants and contracts from corporations, foundations, governmental agencies, and other sources provided they support programs or activities that are deemed to be consistent with KCCS mission and guiding principles. Grants should not be unduly burdensome to KCCS operations and finances, unless appropriate enhancements are funded by the grant.

## **Solicitations**

Solicitation with donors and/or prospective donors will be carried out consistent with the KCCS Fundraising Policy. Solicitations must ensure that;

- KCCS will not engage any fund-raising entities or individuals whose activities are not under KCCS direct control and supervision. KCCS does not support the outsourcing of fund-raising activities.
- KCCS will not compensate individuals or organizations on the basis of a percentage of the funds raised and/or provide finders fees.
- KCCS will pay no finders fees for referrals of donors or potential donors.
- KCCS will act with integrity and make no misleading, exaggerated, or undocumented claims regarding its achievements, nor unrealistic promises of future outcomes.

## **Designated Restricted Donations**

KCCS may accept restricted donations for the purposes that are consistent with its mission, values and strategic plan. KCCS will ensure that designated donations will to be used for the purposes for which they were given unless otherwise negotiated.

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### **Stewardship of Donations**

All donors are entitled to receive a charitable donation tax receipt in accordance with current taxation law and the CRA guidelines. Final interpretation of Revenue Canada guidelines for charitable tax receipts rests with KCCS auditors. Donors have the right to remain anonymous in accordance with provincial and federal privacy and freedom of information laws.

### **RELATED DOCUMENTS:**

KCCS Donations Policy