

# ETHICAL FUND RAISING POLICY

**Policy Category: Financial Management**  
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**Responsible Person: OFI Board**

**Version: Four**  
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## Introduction

The Board of OFI is committed to ensuring that fundraising activities are carried out in an ethical manner. This policy applies to the Board, casual, permanent and contract staff and volunteers.

## Purpose

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

## Policy

OFI'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 organization will adhere to the following standards:

- Fundraising activities carried out by OFI 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 organization's stated mission and purpose.
- All personal information collected by OFI 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 OFI shall accept commissions, bonuses or payments for fundraising activities on behalf of the organization.
- 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 OFI. Financial contributions will be considered on merit at the time from companies, organizations and individuals the Board considers ethical. OFI believes that no companies and organizations should be specifically excluded from making financial contributions at this first stage.

# ETHICAL FUND RAISING PROCEDURES

## Responsibilities

The Board is responsible for the implementation and review of this policy.

All Board members, casual, permanent and contract staff and volunteers are responsible for adhering to this policy.

## Procedures

A Fundraising Sub-Committee may be formed to oversee the major fundraising tasks. The Fundraising Sub-Committee will report regularly to the Board, including tabling of meeting minutes at Board meetings.

All fundraising activities must have the prior approval of the Board, as recorded in Board meeting minutes.

A statement estimating income and expenses will be prepared prior to the commencement of any new fundraising activity that may present a financial risk to OFI. Fundraising activities should not be undertaken if they will expose the organization to significant financial risk.

## Related Documents

- Board Fundraising Policy
- Investment Policy
- Code of Ethics

## AUTHORISATION



Elly Grimmert  
Board Chair