

Mahboba's Promise Fundraising Policy

1. Introduction

The Management Committee of Mahboba's Promise Inc is committed to ensuring that fundraising activities are carried out in an ethical manner. This policy applies to the Management Committee, casual, permanent and contract staff and volunteers.

2. Purpose

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

3. Policy

Mahboba's Promise's guiding fundraising principle is to ensure we only use fundraising techniques that we would be happy to have applied to ourselves or those close to us. In doing so, Mahboba's Promise Inc will adhere to the following standards:

Fundraising activities carried out by Mahboba's Promise will comply with all relevant laws.

Fundraising activities will only be conducted in locations where Mahboba's Promise is permitted by law to conduct those activities. Any fundraising activity carried out online will be conducted from a location where Mahboba's Promise is permitted to conduct fundraising. If Mahboba's Promise's fundraising campaign is broader than the State or Territory in which it is authorised to fundraise, Mahboba's Promise will consider whether further permissions are required.

Any communications to the public made while carrying out a fundraising activity shall be truthful and not deceptive or misleading.

Fundraising activities will be undertaken in a manner that affords care and respect to the people that the funds are intended to assist. Conduct that will ensure this standard is met includes, but is not limited to:

- Seeking permission for the use of beneficiary images and/or personal information.

- Consultation with beneficiaries to ensure they are being represented as they wish to be.
- Conduct that will be avoided in order to ensure this standard is met includes, but is not limited to:
 - Highlighting or focusing on the impairment, dependency or disability of a beneficiary.
 - The use of disparaging language or imagery regarding the beneficiary.
 - Stating or implying a falsehood regarding a beneficiary.
 - Fundraising material will clearly state the purpose for which the fundraising appeal is being conducted and will include a statement that, if the funds raised exceed the amount needed for the stated purpose, those funds will be applied in accordance with Mahboba's Promise stated mission and purpose.
 - All monies raised via fundraising activities will be applied in accordance with the statements included in fundraising material.
 - Any restriction placed by a donor on the use of donated funds will be respected, or the donation returned. If the restrictions placed on the use of the funds contravene our anti-discrimination policies, or otherwise give us cause for concern, the donation will not be accepted.

Donations will not be accepted:

- From political parties.
- If the funds are to be used in any way that contravenes our anti-discrimination policies.
- When Mahboba's Promise cannot clearly identify the donor.
- When Mahboba's Promise suspects the donation is the proceeds of a crime.
- From companies, organisations and individuals that the Management Committee has reason to consider unethical. Companies and organisations specifically excluded from making financial contributions to Mahboba's Promise include gambling/tobacco/alcohol companies related companies.

Mahboba's Promise will report to its members, stakeholders, and donors on the outcomes of fundraising activities and on the expenditure of these funds.

All personal information collected by Mahboba's Promise is confidential, is not for sale or to be given away or disclosed to any third party without consent and will otherwise be handled in accordance with applicable law.

Anyone directly or indirectly employed by or volunteering with Mahboba's Promise is not permitted to accept any commission, bonus or payment for fundraising activities on behalf of Mahboba's Promise.

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 Mahboba's Promise.

Any employee or volunteer breaching these standards shall be subject to applicable sanctions.

Management Committee Obligations

Management Committee members will be asked to:

- Donate money to Mahboba's Promise Inc in proportion to their ability to do so.
- Contribute to the short-term and long-term financial planning of Mahboba's Promise Inc, including its fundraising plan.
- Support the fundraising efforts of other parts of Mahboba's Promise.
- Support special events run by Mahboba's Promise and other supporters to raise money or generate contacts.
- Where possible, consider and recommend prospective individual and corporate donors to Mahboba's Promise.
- When requested, approach prospective individual and/or corporate donors to ask for donations and contributions on behalf of Mahboba's Promise.
- When requested, sign letters and external communications to prospective donors on behalf of Mahboba's Promise Inc.

Responsibilities

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

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

4. Processes

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

All fundraising activities must have the prior approval of the Management Committee, as recorded in 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 Mahboba's Promise. Fundraising activities should not be undertaken if they will expose the organisation to significant financial risk.

The Fundraising Sub-Committee will be the first point of reference for any complaints about Mahboba's Promise's fundraising. The Sub-Committee will conduct a preliminary investigation into the complaint and report its findings to the Management Committee.

Document Control	
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