



Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

Fundraising Policy

1. Purpose

The purpose of this Fundraising Policy is to establish a clear framework for Embroiderers' Association of Canada, Inc./Association canadienne de broderie, Inc. (EAC/ACB) ensuring that all fundraising activities are carried out ethically, transparently, and in full compliance, consistent with legal requirements. The policy is designed to safeguard the interests of the donors, uphold the organization's reputation, and ensure funds raised are used efficiently and in alignment with the organization's mission, values and objectives.

2. Scope

This policy applies to all fundraising activities conducted by EAC/ACB, including but not limited to individual donations, corporate sponsorships, grants, special events, online campaigns, and other forms of fundraising. It covers all board members, volunteers, and third parties engaged in fundraising efforts on behalf of the organization.

3. Guiding Principles

EAC/ACB is committed to the following principles in all its fundraising efforts:

- **Integrity:** All fundraising activities will be conducted honestly and with integrity. Misleading or deceptive practices will not be tolerated.
- **Transparency:** We will provide clear and accurate information to donors about how their contributions will be used.
- **Respect for Donors:** We will respect the privacy and wishes of all donors and supporters, ensuring that their personal information is protected.
- **Compliance:** All fundraising activities will comply with applicable federal, provincial, and local laws and regulations, including the Canada Revenue Agency (CRA) guidelines for registered charities.
- **Accountability:** We will use all funds raised for the purpose for which they were solicited and will ensure that expenses related to fundraising activities are reasonable and aligned with the goals of the organization.

4. Fundraising Methods

EAC/ACB engages in a variety of fundraising methods, including but not limited to:

- **Individual Donations:** Contributions from individuals, including one-time or recurring gifts, in-kind donations, and bequests.
- **Corporate Sponsorships:** Partnerships with businesses or corporations that provide financial or in-kind support for events or programs.
- **Grants:** Funding received from government bodies, foundations, or other organizations to support specific projects or initiatives.
- **Events:** Fundraising through events such as seminars, auctions, exhibitions, and community events.
- **Online Fundraising:** Soliciting donations through EAC/ACB's website, social media platforms, and crowdfunding sites.

5. Donor Stewardship

To build and maintain strong, long-lasting relationships with donors, EAC/ACB will:

- **Acknowledge** all donations promptly, providing donors with receipts for tax purposes where applicable.
- **Recognize** donors in a manner that respects their preferences, including options for anonymous donations.
- **Regularly** update donors on the impact of their contributions and the organization's progress towards its goals.
- **Respect** donor intent by ensuring that, where specified, all donations are used for the purpose(s) requested by the donor

6. Ethical Guidelines

EAC/ACB will adhere to the following ethical fundraising guidelines:

- **No Coercion:** Donations will be solicited without coercion, manipulation, or undue pressure. We will provide adequate time for potential donors to make informed decisions.
- **Avoid Conflicts of Interest:** Board members, staff, and volunteers involved in fundraising will disclose any potential conflicts of interest and recuse themselves from decisions or activities where there is a conflict.
- **Donor Privacy:** We will respect the privacy of our donors. Personal information will not be shared with any third party without the donor's explicit consent, except as required by law.
- **Transparency in Gift Acceptance:** We will only accept gifts that are consistent with the mission of the organization and that do not compromise its values. Gifts with restrictive conditions will be considered on a case-by-case basis.

7. Fundraising Expenses

EAC/ACB will ensure that fundraising expenses are reasonable and proportionate to the funds raised. The organization aims to maintain a high level of transparency and accountability regarding the use of funds for administrative and fundraising expenses.

8. Compliance with Legal and Regulatory Requirements

EAC/ACB is committed to adhering to the following:

- **Canada Revenue Agency (CRA) Guidelines:** As the organization is a registered charity, EAC/ACB will comply with all CRA guidelines for charitable fundraising, including the issuance of tax receipts and proper documentation.
- **Provincial and Municipal Laws:** EAC/ACB will comply with any provincial or municipal fundraising regulations based on the Province in which the fundraising event is held. If the event is a virtual or national event, it will be governed by the laws of the Province of Manitoba.

9. Conflict Resolution

In the event of a dispute or complaint related to fundraising activities, EAC/ACB will:

- Ensure that all complaints are addressed promptly and fairly.
- Work with the complainant to resolve any issues in a timely manner.
- Maintain a record of all complaints and the steps taken to resolve them.

10. Review and Evaluation

The effectiveness of this fundraising policy will be reviewed bi-annually by the Board of Directors. This review will consider feedback from members, volunteers, and donors, as well as changes in relevant laws and regulations.