



CAMP MICAH FUNDRAISING POLICY AND PRACTICES

Approved by the Board of Directors by email June 7, 2023

PURPOSE

This policy was created to ensure that Camp Micah maintains high standards of integrity and stewardship in its fundraising and communication practices, use of donor information and acceptance of donor gifts.

The Board of Directors and Admin Team members, as well as any staff member or volunteer who engages in fundraising work on behalf of Camp Micah, are informed of all policies and procedures related to fundraising to ensure that our fundraising practices are in compliance with applicable legislation and our ethical commitments.

STATEMENT OF GRATITUDE

We are immensely grateful for all gifts provided by individuals, organizations, or businesses. Gifts of financial support are an important way that donors can participate in Camp Micah's mission of supporting youth leadership for peace and social justice. Only a small number of our participants are able to afford the full cost of our program. Fundraising allows us to make our program accessible to all youth regardless of their family income.

POLICY OVERVIEW

Camp Micah is a registered charity and accepts charitable gifts based on its policies and Canada Revenue Agency regulations. We generally accept charitable gifts in the form of a cheque sent to our official address, or through the services of the Canada Helps website. Other charitable gifts in the form of cash, gifts in kind, bequests, life insurance policies and transfers of stock may also be accepted. Donors wishing to discuss one of these options should contact the Camp Director.

Ownership of all gifts resides with Camp Micah whether they are given for the benefit of the organization in general, or for some purpose specified by the donor and agreed to by Camp Micah. The Camp Micah board may accept restricted donations so long as they are consistent with and complement our vision, mission and values. We may elect to accept or decline any restricted or unrestricted charitable gift.

Camp Micah is run by volunteers. As such, our fundraising work is done by members of the staff, the Admin Team, the board and community volunteers.

This policy is reviewed by the Board every three years.

ETHICAL GUIDELINES AND PRACTICES

As a registered charity, Camp Micah is responsible to ensure all fundraising activities are conducted in an ethical way. As an organization committed to justice, peace and belonging for all, we seek to ensure that everything we do is informed by our values—including fundraising.

As such, Camp Micah as a whole and those raising funds on our behalf will:

- Act in accordance with all applicable legislation.
- Use donor gifts in accordance with the purpose for which they were given.
- Manage donor gifts with care and integrity.
- Be truthful about our work and accomplishments.
- Accurately describe the intended purpose for donated funds.
- Disclose whether the individual soliciting on our behalf is a staff member, a community volunteer or a third party.
- Immediately disclose any actual or apparent conflict of interest.

Camp Micah will not:

- Endorse any products or services of donors.
- Use any unethical or unlawful technique to solicit funds.
- Accept gifts from unethical activity.
- Give any donor control or significant influence over Camp Micah.
- Engage in any activity that is discriminatory to any individual or group based on age, citizenship, disability, ethnicity, family status, gender, income, race, religious or political affiliation, or sexual orientation.
- Provide any benefit to a donor, or anyone designated by a donor, except where the benefit is of nominal or symbolic value as part of an expression of gratitude.
- Accept donations for purposes inconsistent with Camp Micah's objectives, mission and values.

THE ROLE OF THE BOARD IN FUNDRAISING

The Board has a fiduciary responsibility to ensure all funds raised from the community are used carefully and responsibly for the purpose for which they were raised. The board works collaboratively with the Camp Director to develop, implement, evaluate and ultimately oversee ethical fundraising activities in accordance with its governance role. This includes approving an annual budget and fundraising plan.

Board members are encouraged to engage in fundraising activities on behalf of Camp Micah.

FUNDRAISING STRATEGIES

Camp Micah utilizes three broad strategies for raising the funds we need. Participants are asked to contribute towards their tuition according to their ability. This can include working with participants to develop their own fundraising plan based upon their social networks. We solicit grants from institutional

sources such as religious orders, unions, school boards and foundations. And we seek individual donations through two annual appeals.

FUNDRAISING PLANNING PROCESS AND PRACTICES

In collaboration with a committee of the board, the Camp Director develops and implements an annual fundraising plan with specific targets. Quarterly financial reports are provided to the board by the finance coordinator to monitor the progress of the fundraising plan.

All letters of solicitation or acknowledgements are sent on Camp Micah letterhead. Grant applications and donor solicitation materials are reviewed by the Camp Director or his/her/their designee.

Our Canada Helps account is monitored regularly by our Finance Coordinator. Donations by check are received and deposited by either the Fundraiser/Founding Director or Finance Coordinator. Cheques are held in a secure location and generally deposited within two weeks of being received.

USE AND PROTECTION OF DONOR INFORMATION

Camp Micah is in the process of creating a secure, confidential database of past, current and prospective donors for the purposes of raising funds and building awareness about our work. This database will be managed by the Camp Director or their delegate. Access is limited to those who direct and implement our fundraising work. We do not rent, sell or share personal information.

Upon request by the individual concerned, Camp Micah will disclose all information that we have collected about that person. This would typically include name, contact information and contribution history. To the extent allowed by the CRA, we will delete any or all information we have collected upon request.

Donor information is only shared in cases where specific permission has been granted by the donor. Donations may be given anonymously.

DONOR COMMUNICATION

Camp Micah will reach out to its donors or respective donors from time to time as part of its fundraising plan. We will limit or cease all solicitations (including by phone, mail or email) as requested and offer an unsubscribe option on all email solicitations.

DONOR ACKNOWLEDGEMENT AND RECEIPTS

Donors who give to Camp Micah through Canada Helps will receive their tax receipt automatically. Donors who give to Camp Micah by cheque will be sent a tax receipt by the Fundraiser/Founding Director. All donors will receive a personal thank you note (and if relevant a tax receipt) within sixty days of receiving a gift. Donor acknowledgement notes are generally sent by the Fundraiser/Founding director, Camp Director or designee. Monthly or quarterly donors will receive one receipt for all gifts received by February 1st of the year following by Canada Helps or the Fundraiser/Founding Director.

INQUIRIES AND CONCERNS

Donors with inquiries and concerns should contact the Camp Director at campmicahdirector@gmail.com.

The Camp Director will provide the following information promptly to donors upon request:

- The Charity Registration Number as assigned by the Canada Revenue Agency (CRA).
- Any information contained in the public portion of the T3010A (Charity Information Return).
- A list of the members on the Board.

This policy will be posted on the Camp Micah website campmicah.ca. The website will provide the contact information of the Canada Customs and Revenue Agency – Charities Division where a donor or other member of the public may seek additional information launch a complaint.