



# Alpha Delta State Ohio Educational Foundation (ADSOEF)

## FUNDRAISING POLICY

### OPERATING POLICY

**Effective Date: 1/07/2021**

**Review Date(s): 09/16/2024; 10/16/2023; 3/20/2023**

**Revision Date(s): 3/20/2023**

**Number of Pages: 2**

### I. PURPOSE

Directors and members of ADSOEF adhere to ethical fundraising practices and ensure ADSOEF is viewed by donors as a worthy cause. All business is conducted with honesty, transparency, responsibility, and respect for our donors and beneficiaries. Our focus is on earning public trust by operating in good faith, being good stewards of our donors and resources, and upholding rigorous standards of conduct.

### II. BOARD OF DIRECTORS (BOD) RESPONSIBILITIES

- A.** The Fundraising Committee develops a plan for attracting support and delivering needed funding for ADSOEF fundraising activities and program services.
- B.** The BOD approves the Fundraising Plan.
- C.** The BOD addresses accountability and respect for donors by reviewing policies directly relating to donors annually. These policies include, but are not limited to, Confidentiality, Ethics, Donor Bill of Rights, Donor Privacy, Donor Recognition, and Whistleblower.
- D.** For all appeals and activities, the BOD ensures that funds are used consistent with the donor's intent and follows the ADSOEF Donor Privacy Policy.
- E.** The BOD acts promptly on complaints brought to its attention concerning fundraising practices.
- F.** The BOD and appropriate Board committee chairmen make access to ADSOEF financial and fundraising information available on the ADSOEF website and by request from donors or potential donors. Information may include, but is not limited to,
  - 1. annual financial statements; (SOX)

2. how to contact BOD;
  3. progress toward reaching philanthropic/fundraising goals; and
  4. outcome and impact of program services.
- G.** Each Board Director contributes to ADSOEF funds according to her means and may choose the fund(s) in which to invest.

### **III. CONTRIBUTIONS**

- A.** The BOD reserves the final option to accept or decline, on behalf of ADSOEF, any prospective charitable contribution. (ADSOEF Gift Acceptance Policy).
- B.** The BOD ensures that funds are used consistent with the donor's intent.

### **IV. APPEALS STANDARDS**

- A.** Appeals and informational materials are accurate, truthful and not misleading, and reflect the ADSOEF mission and use of funds.
- B.** Appeals focus on contributors' and donors' interests, needs, and means for giving and are free from undue influence and excessive pressure.
- C.** Appeals give a clear description of the program fund(s) for which contributions are being sought.
- D.** Communications that include the ADSOEF logo shall adhere to Logo Usage Policy and Procedures.
- E.** The BOD and its committees are composed of volunteers. No one benefits personally from fundraising activities. The BOD does not contract the services of professional solicitors.
- F.** Directors and volunteers adhere to the ADSOEF Confidentiality Policy when planning and conducting fundraising activities. Confidentiality continues forever after the fundraising activity.
- G.** Images, photographs, and videos of individuals are used only with written permission. We do not publish or display images of children under the age of consent nor of vulnerable or protected adults.
- H.** Fundraising activities and appeals are conducted in accordance with the following: guidelines and laws established by the State of Ohio Attorney General's Charitable Law Section, Chapter 1716 of the Ohio Revised Code; Ohio Attorney General's *Handbook for Nonprofits*; and Section 501(c)(3) of the Internal Revenue Code.