

Fundraising Policies

Introduction

Girls Inc. of Northern Alberta is a nonprofit organization with the mission to “Inspire All Girls To Be Strong, Smart and Bold”.

All donations solicited on behalf of the organization shall be used to further this mission and follow the policies and procedures outlined below.

Fundraising Policy

Funds shall be solicited in a respectful manner and without pressure. All third parties not directly affiliated with Girls Inc. of Northern Alberta who wish to solicit funds on behalf of the organization must acquire written permission from the Girls Inc. of Northern Alberta executive director prior to beginning any fundraising activities. Girls Inc. of Northern Alberta will not pay finders fees or commissions or percentage compensation based on contributions. Contributions will be used in accordance with donors intentions. When gifts with restrictions are accepted, restrictions will be honoured. These restrictions will be detailed in the donor gift or pledge commitment letter. Girls Inc. will obtain explicit consent by donors before altering the conditions of contributions. Girls Inc. of Northern Alberta is a nonprofit registered charitable organization and contributions made to the organization are tax deductible to the fullest extent of the law. Written tax receipts shall be issued for all donations over \$20.00. If the donor receives anything in exchange for their donation, such as a dinner or event admission, the tax receipt shall clearly state what portion of the donation is tax deductible.

Donor Acknowledgements

Within seven days of donation receipt, every donor to Girls Inc. of Northern Alberta shall receive a formal acknowledgement and/or thank you letter and donation receipt. Donations of \$1000 or more will also receive a personal phone call from a board member or the executive director.

Every new donor will be included in informational mailings and receive invitations to special events.

Donor Privacy Policy

Any information supplied to Girls Inc. of Northern Alberta by donors will be used solely to fulfill their donation and shall not be shared for any reason unless permission is granted by the donor to share such information. All requests to remain anonymous shall be honored. Girls Inc. of Northern Alberta does not sell or share donor lists. Donors who

supply Girls Inc. of Northern Alberta with their postal address or email address may be contacted periodically for solicitation purposes and/or with information regarding upcoming events. All donors have the option of being placed on a “once-a-year” mailing list which grants Girls Inc. of Northern Alberta permission to contact them only once per year. Donors may request to be permanently removed from the mailing list by contacting us via email, phone or postal mail. All requests to be removed from the Girls Inc. of Northern Alberta’s mailing list shall be honored.

Donors who supply Girls Inc. of Northern Alberta with their telephone number may request that they not be contacted for telephone fundraising purposes.

General Gift Acceptance Policies

Gifts to Girls Inc. of Northern Alberta may take a variety of forms. Many are outright gifts by living donors. Some are bequests or testamentary gifts that take effect upon the donor’s death. Others are different forms of deferred or split-interest gifts.

Girls Inc. of Northern Alberta may accept the following types of contributions:

Cash. The organization may accept outright cash gifts in any amount. Gifts made to establish a restricted use fund must meet the minimum funding requirements set by the Board (currently \$5,000). A donor may establish a fund in a single transaction, or agree to build to \$5,000 over a period of time mutually acceptable to the donor and Girls Inc. of Northern Alberta.

Publicly-Traded Securities. *Girls Inc. of Northern Alberta* may accept gifts of publicly-traded stocks and bonds at fair market values as determined under Revenue Canada rules. Gifts of publicly-traded securities will generally be sold as soon as possible, and the fund the donor established will be credited with the proceeds from the sale, after commissions and expenses, if any.

Tangible Personal Property. Tangible personal property may be accepted as a gift, provided that (i) such property is saleable and (ii) the donor agrees that the property can be sold at Girls Inc. of Northern Alberta’s discretion. The donor is responsible for obtaining a qualified appraisal prior to completing the gift.

Life Insurance Policies. The Society may accept gifts of life insurance policies, provided that Girls Inc. of Northern Alberta and the donor reach a prior written agreement about arrangements for the payment of any required premiums.

Real Property. All proposed gifts of real estate must be evaluated and satisfy due diligence requirements of Girls Inc. of Northern Alberta.

Closely-Held Stock and Partnership Interests.. All proposed gifts of closely-held stock

and partnership interests must be evaluated and satisfy due diligence requirements of Girls Inc. of Northern Alberta.

Girls Inc. of Northern Alberta reserves the right to refuse any proposed gift. Gifts to Girls Inc. of Northern Alberta may not be directly or indirectly subjected by a donor to any material restriction or condition that would prevent the organization from freely and effectively employing the transferred assets, or the income derived there from, in furtherance of its exempt purposes.

Girls Inc. of Northern Alberta Sponsored Special Events Policy

Fundraising events sponsored by Girls Inc. of Northern Alberta must net at least 50% of gross income. A detailed budget must be prepared in advance and approved by the Board of Directors. Proceeds of Girls Inc. of Northern Alberta sponsored events must support Girls Inc. of Northern Alberta's identified needs and be approved by the Board of Directors.

Girls Inc. of Northern Alberta will provide clear communication to event guests regarding Revenue Canada regulations that limit the charitable deduction amount to only a portion of the ticket price.

All Girls Inc. of Northern Alberta sponsored events must be evaluated for determination of continued offering.