

## Ingersoll Support Services Inc.

### Policy: Fundraising and Donations

Policy # A 3<sup>1</sup>

Section: Administration

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012*

Review Date: March 22 2019

Ministry requirement - no

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*The Executive Director or designate will plan and supervise all fundraising projects. These projects may be designed to raise funds to assist the people accessing support from the agency or for the purposes of improving the organization. The Ingersoll Support Services Board of Directors will ensure the appropriate use of the fundraised dollars and donations received by the agency.*

#### Procedure:

1. The Executive Director may designate a person to plan and supervise fundraising projects with the understanding that, the plan must be approved by the Executive Director and, regular reports as to the status of the project are provided to the Executive Director.
2. All fundraising projects must be consistent with the mission of Ingersoll Support Services and respect the dignity of the people accessing support.
3. Funds may be used for capital purchases, special projects relating to support or to enhance the operations of Ingersoll Support Services.
4. Committees of the Board, Management Employees, people accessing services, and/or families in need, can request funds. All requests must be made in writing.
5. The Executive Director will make all decisions regarding the spending of funds received through donations, or fundraising efforts, subject to the Board's direction.
6. The monthly balance of the Fundraising and Donations will be reported to the Board of Directors.

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<sup>1</sup> Policy A2 has been re-located to the Board Governance section, B 9.

7. All donations received and funds raised by ISSI are deposited into a “special needs’ account, with the exception of fundraising by means that dictate otherwise.
8. The Executive Director will process donations and ensure an acknowledgement is sent.
9. Receipts will be provided upon request for donations over \$10.00.
10. Fundraising documentation will be maintained as required by the Canada Revenue Agency.
11. All Fundraising and Donations are reported formally at the Annual General Meeting.
12. Every effort will be made to accommodate specified donations, if it is not possible the Executive Director will request an alternate use of these dollars from the donor.