



<b>Policy Name:</b> Solicitation and Acceptance of Contributions Policy	<b>Policy Number:</b> FM007
<b>Original Date of Approval:</b> September 2019	<b>Policy Type:</b> Board
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<b>Date of Last Review:</b> September 2021	

### 1.0 Purpose:

This policy outlines the conditions for encouraging and accepting all private sector support within the Edmonton Screen Industries Office Society (“ESIO”). Its purpose is to assure contributors their gifts are welcome and will be professionally managed, and to confirm that they will further the purpose and values of the ESIO.

### 2.0 Standards

The ESIO will solicit funds from donors, sponsors and partners (“contributions”). All fundraising activities conducted by or on behalf of ESIO must:

- Disclose the solicitation is on behalf of ESIO;
- Accurately describe the ESIO’s activities;
- Disclose the purpose for which funds are requested;
- Disclose that official donation receipts will not be issued;
- Be truthful.

The ESIO will not knowingly solicit or accept a contribution if:

- The contributor is perceived to be interested in or insistent upon inappropriately influencing the ESIO or its personnel, activities, clients or families;
- The designation of the gift or a relationship with the contributor is not felt to be in the interests of, or within the priorities of the ESIO;
- The recognition required by the contributor is not in keeping with the practices of the ESIO.

### 3.0 Forms of Gifts:

#### 3.1 Monetary

The ESIO accepts cash, cheque, money order or credit card.

### **3.1 Non-monetary**

The ESIO accepts gifts-in-kind under limited conditions for its own use and provided the contributor has no restrictions as to the gift's use or disposition.

### **4.0 Procedures**

The ESIO may decline any contribution offered by any contributor at its sole discretion and bears no obligation to provide a rationale for such decision.

In the event of any doubt regarding the suitability of any aspect of a contribution or of a potential contributor, the ESIO will determine acceptability. The process for decision making will take into consideration the values and principles that define the ESIO as well as any other relevant factors or influencing conditions.

In the case of substantial value and/or continuing concern, the CEO may decide to bring the contribution or relationship in question to the ESIO Board of Directors.

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