



Policy Name: Ethical Fundraising	Policy Number: AP003
Original Date of Approval: September 2019	Policy Type: Board
Last Revision Date: December 2021	Review Cycle: 5 Years
Date of Last Review: December 2021	

1.0 Purpose:

The Edmonton Screen Industries Office Society (“ESIO”) is committed to model the highest standards of ethical conduct and corporate social responsibilities in all matters, including fundraising.

2.0 Contributor Definition:

Contributors are third parties from whom the ESIO will solicit funds. Contributors may include (but are not limited to) government, granting organizations, other corporations/organizations and individuals.

3.0 Procedures:

The ESIO does not, directly or indirectly, pay finder’s fees, commissions or percentage compensation based on contributions.

As the ESIO is not a registered charity, official donation tax receipts will not be issued for any contribution.

4.0 Contributors’ Rights:

All contributors have the following rights:

1. To be clear about our mission and how the ESIO intends to spend their contribution.
2. To know that their contribution will be used for the purpose for which it was given.

3. To trust that information about their contribution will remain confidential to the ESIO to the extent provided by law.
4. To be assured that their contribution will be banked promptly and spent within a reasonable time.
5. To receive appropriate thanks and recognition.
6. To receive, upon request, all published financial statements.
7. To know that complaints will be taken seriously, handled promptly and responses will be sent swiftly.
8. To seek accurate professional advice on tax efficient giving methods.
9. To receive prompt and accurate answers to questions.
10. To be provided with reports on the way that funds have been spent.
11. To be treated professionally and with respect during fund-raising campaigns.
12. To choose to be excluded from or limit any future contact.
13. To expect that there is a fair and proper balance between the interests of contributors and the aims and objectives of the ESIO.
14. To know that there is no obligation to buy an incentive or to return it.
15. To know whether an individual soliciting funds is a volunteer, an employee, a hired solicitor or other.
16. To have the right to remain anonymous.
17. To have the opportunity for their names to be deleted from mailing lists that ESIO may intend to share.
18. To know that contributor names will never be sold.
19. To have the right to escalate a complaint to the ESIO's Board of Directors.
