



## CHANGE FOR CHILDREN ASSOCIATION (CFCA)

### Gift Acceptance & Allocation Policy

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#### 1. Gifts from Businesses, Corporations, Organizations and Foundations

When deciding upon the acceptance of gifts or sponsorships with these types of organizations CFCA may review potential gift acceptance on a case-by-case basis.

CFCA will use an appropriate level of confidentiality and would not share information provided, or the outcome of the review, with the public or media.

#### **Donor or Sponsor Recognition and Endorsement**

Donor or Sponsor Recognition will be commensurate with the value and scope of the gift or sponsorship. This may include recognition in specified pieces of literature, at events, or through media relations (done individually or jointly). Recognition will be determined on a case-by-case basis.

Change for Children will not explicitly endorse any corporation or product.

#### **Editorial Control and Identification**

Change for Children Association retains final approval on all uses of its name and logo. Use of CFCA name or materials will not be permitted by any person, corporation or organization without the express written consent of CFCA.

CFCA and its donors and sponsors will respond to requests for approvals for editorial and identification purposes on a timely basis.

CFCA will report on all major\* corporate gifts and sponsorships to the CFCA membership at the annual general meeting unless anonymity is requested.

#### **Exclusivity**

Exclusivity of sponsorship of a particular program or project will be determined on an individual basis, depending on program type and level of contribution.

#### **Reciprocal Review**

CFCA is committed to transparency and is also prepared to be reviewed by potential donors and sponsors. This includes research of publicly available information including:

- annual reports
- financial statements
- literature
- composition of Board of Directors

All partners must agree to protect the security of all confidential CFCA-related information.

#### **Evaluation**

Continuing gifts and sponsorships from organizations may be reviewed on an annual basis.

## 2. Gifts from Individuals

CFCA will accept gifts from individuals.

Donors will be provided with all public CFCA information as requested.

### Individual Donor Recognition Program

Donors' requests to remain anonymous will be respected.

Donor recognition and appreciation will be directed as appropriate by the current CFCA Board of Directors.

### Ethical Fundraising

CFCA adheres to the

\*\*"Major" defined as any single gift of \$2500 or more.

## A. Gift Allocation and Project/Program Direction Policy

### Allocation of Gifts by Donors or Sponsors

Donors and sponsors (both organizational and individual) will be permitted to advise on gift allocation as follows:

#### Current programming and projects

Donors may designate to which individual project or education program their gift will go to, if they so desire. They may also designate the gift to the *endowment fund*, to general operating expenses, or leave the gift undesignated.

Decisions regarding the activities of CFCA projects and programs will be determined by the appropriate committees of CFCA and CFCA's Southern partners, and will not be directed by a donor or sponsor. Donors will be welcome to participate in CFCA committees if they so choose.

All public information regarding the specific project or program will remain accessible to the donor.

#### Donor suggested programming and project directions

In a case where the donor or sponsor suggests a new project or program to be carried out by CFCA, the proposal will be examined on merit on a case-by-case basis by the appropriate CFCA committee. The proposal will be subjected to the same evaluation procedure as all existing and proposed projects and programming.

CFCA project and program acceptance guidelines will be adhered to during proposal evaluation and new programs/projects must be in keeping with CFCA's philosophies and goals.

#### Unexpected Gift Allocation

In the case of an undesignated, *unexpected\* major\** gift or donation, the gift will be designated by the current CFCA Board of Directors on a case-by-case basis, to wherever the current need is greatest with consideration given to establishing the gift in a *reserve/endowment fund* for future use.

\*"Unexpected" defined as a new and unsolicited gift.

\*"Major" defined as any single gift of \$2500 or more.

Approved by CFCA Board, February 2015

Date for Review: 2019