

CHANCE FOR CHILDREN FUNDRAISING POLICIES

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1. MISSION STATEMENT

"To maximise the long-term income for Chance for Children to enable the organisation to achieve its mission. To raise funds in a manner that furthers the strategic objectives of Chance for Children whilst fully respecting the ethics and values of the organisation."

2. DEFINITIONS

"Donor" means a person or organisation who makes a gift to Chance for Children or a Chance for Children event or activity.

"Donation", "funds" or "funding" means a gift or voluntary monetary transfer to Chance for Children or a Chance for Children event or activity provided to make it's mission or some project possible and where no benefit or advantage of a material nature is received by the donor.

"Gifts in kind" means a kind of charitable giving in which, instead of giving money to buy needed goods and services, the goods and services themselves are given

"Personal information" – As defined by the (Bundesgesetz ueber den Datenschutz, Schweiz) means all information that are recorded to a specific individual or and individual that can be defined.

"Screening" means the evaluation of a donation to assess it's suitability.

"Third Party" means a group or individual who is external or not Chance for Children staff.

3. GENERAL STATEMENT OF PRINCIPLES

- 3.1. Chance for Children is a Christian based, politically neutral organisation. It relies upon the voluntary donations of individual citizens, churches and other organisations to fund its work.
- 3.2. Chance for Children does not solicit or accept funding or cash donations from political parties.
- 3.3. Chance for Children does not seek or accept donations that could compromise its independence, aims, objectives or integrity.
- 3.4. All donations over CHF2,000 are screened to ensure that they do not conflict with Chance for Children's Fundraising Principles and Policies.
- 3.5. Chance for Children reserves the right to refuse any donation.

4. PRINCIPLES , ETHICS AND VALUES

- 4.1 All fundraising activity should:
 - 4.1.1 Protect Chance for Children's independence, while providing a framework within which the organisation can raise and maintain a sustainable income.
 - 4.1.2 Be compatible with Chance for Children's vision.
 - 4.1.3 Be compatible with the United Nations declaration on the Rights of the Child.
 - 4.1.4 Be compatible with Chance for Children's public image as an active, independent, international and credible organisation.
 - 4.1.5 Take into account the possible implications on any other Chance for Children office.
 - 4.1.6 Be truthful, respectful of prospective donors and the confidentiality of it's beneficiaries.
 - 4.1.7 Protect the use of the Chance for Children name.

5. CODES OF CONDUCT

- 5.1 Chance for Children and their suppliers when acting for Chance for Children agree to conduct their fundraising within the 'Professional Codes of Conduct' promoted by the appropriate fundraising, marketing and advertising institutes that operate in their country.

6. RACISM, SEXISM, RELIGIOUS AND CULTURAL INTOLERANCE

- 6.1 Chance for Children does not permit the use of language or images in its fundraising or marketing materials that in any way promotes racial, gender, sexual, religious or cultural intolerance.

7. FINANCIAL OPENNESS

- 7.1 Chance for Children is open and accountable to its supporters, the public, media and regulatory bodies on how its income is raised and spent and the proportion of expenditure committed to all areas of its activity including fundraising. Furthermore, anyone who requests a copy of the audited accounts and/or annual report should receive the documents free of charge or at a reasonable cost for reproduction and postage.

8. DATA PROTECTION AND DATA MANAGEMENT

- 8.1 Chance for Children offices and third parties when acting for Chance for Children will comply with the data protection legislation applicable in their national or regional boundaries and register with the appropriate data protection authorities where required by law.
- 8.2 Where personal information held by Chance for Children is exchanged with like-minded organisations they will be trusted organisations such as CFC Friends and donors will be given the prior opportunity to opt out of receiving any appeals for donations.
- 8.3 Chance for Children complies with supporter/members requests to receive no further mail or contact from the organisation.
- 8.4 Supporters/members names are not 'sold' or 'rented' to third parties for their mail programs.

9. FUNDRAISING AND CHILDREN

- 9.1 Where laws exist relating to the maintenance of data records of, and/or fundraising from children Chance for Children agrees to comply with all such laws.

10. RESTRICTED AND UNRESTRICTED FUNDS

- 10.1 For the majority of its fundraising activity Chance for Children does not actively seek "restricted" or "designated" funds, which put a legal and/or moral obligation to spend it on a specific project.
- 10.2 Exceptions to the policy on restricted funds

There are, however, a number of cases where exceptions may be necessary such as:

- 10.2.1 Where the national law governing charities/not for profit organisations demands that all funds are raised and spent in relation to specific restricted projects.
- 10.2.2 Where it is clearly the stated wish of the donor that the funds should be applied in a specified i.e. 'restricted' manner. (However, Chance for Children should at every instance seek to convince the donor of the greater value to the organisation of 'unrestricted' funds)

- 10.2.3 In the final instance Chance for Children retains the right to refuse a donation on the grounds of any "unreasonable" restrictions placed upon it.
- 10.2.4 Where the only access to such funds is on the basis of a clearly defined project with a specified budget, time limit. This will almost certainly apply in the case of funds sought and received from foundations and charitable trusts, governments and multi-national governmental bodies.
- 10.2.5 For appeals to supporters, major donors and foundations for "assets" that clearly require funds outside of the annual operating budget of the organisation.
- 10.2.6 Chance for Children will only accept restricted funds as long as the projects and programs presented to an individual or foundation form part of an existing or planned work program that has been approved by the Board Where possible funds should be sought for the duration of the project, particularly with reference to salaries and overhead costs.
- 10.2.7 Chance for Children will not seek or accept donations where they are to provide for the care of individual children.

11. DONATIONS FROM ORGANISATIONS

- 11.1 Chance for Children does not seek or accept donations from organisations which attach unreasonable conditions or constraint upon Chance for Children's independence or activities
- 11.2 Chance for Children will provide the financial, programmatic, periodic and final reports to a foundation or other organisation as specified as a condition of receiving a grant.
- 11.3 Chance for Children will maintain a central record and database of all applications for funds to foundations and other donor organisations and the responses from the organisations. This will serve as a record and resource for future applications.
- 11.4 Chance for Children will not solicit or accept donations from political parties or foundations which receive their income from political parties.
- 11.5 Chance for Children does not seek or accept financial donations from corporations or organisations that contravene human rights, exploit children or contribute to the causes that lead to children living on the street.
- 11.6 Chance for Children accepts gifts in kind from organisations in the form of good or services, provided that they do not in any way compromise the integrity and independence of the organisation and its campaigning activities.

12. GIFT SCREENING

- 12.1 Chance for Children screen all gifts of CHF2,000 and above. Chance for Children reserves the right to screen any gift, irrespective of size and reject it if its acceptance would in any way compromise the organisation's principles and policies.

13. THIRD PARTY FUNDRAISING

- 13.1 An event or activity organised by a Third Party (individual or organisation external to Chance for Children) is not an official Chance for Children event or activity.
- 13.2 Third Party events or activities where proceeds are to go to Chance for Children must follow the Chance for Children fundraising policy.
- 13.3 Third Party organisers must take sole responsibility and liability for the planning, promotion and management of an event or activity.

- 13.4 The Third Party must ensure that its officers, employees, agents, partners,volunteers, contractors and associates do not represent or hold themselves out as having any authority to act on behalf of Chance for Children.
- 13.5 Any communication by the Third Party to the public made in the course of carrying out the activity shall be truthful and non-deceptive and thus state the percentage, amount or net proceeds of funds raised will go to Chance for Children.
- 13.6 Total income and expenditure reports for the event or activity should be submitted along with donation within 28 days of the end of the event or activity.

14.0 MERCHANDISE AND LICENSING

- 14.1 Trademarks, logo, and other branded materials must not be used in any way for awareness or fundraising without the prior written consent of Chance for Children.
- 14.2 The Chance for Children name or logo must not be used on any commercial merchandise unless explicitly negotiated and proper approval is granted.

Approved in January 2011
by Daniela Rüdīsūli Sodjah