



Governance Policy

Fundraising

1. PURPOSE

Donations are the lifeblood of Let's Adopt Global. Without them we cease to exist and fail at our mission. To ensure we honor, respect, and responsibly raise donated funds we must have policies in place so that there is a clear understanding by anyone raising funds on behalf of Let's Adopt Global of what is expected, required, and legally mandated. This policy shall ensure that ethical and moral guidelines are always followed. The common theme in fundraising is truthfulness. When asking for help from the public for our mission we receive donations. In exchange for that help we are expected to be truthful and fully disclose why and how funds are to be used. It is that understanding that builds trust and loyalty. Let's Adopt will strive to never violate that

2. SCOPE

- a. Applies to all personnel raising donations.
- b. Applies to all paid contractors raising funds on behalf of Let's Adopt Global.

3. REFERENCES [Below, list your organization's policies, procedures, and statements that affect the privacy and confidentiality of client health information. To delete this text, click it and then press Delete.]

- a. Policy: Donor Privacy
- b. Policy: Access Authorization to Private Let's Adopt Files and Accounts
- c. SOP: Accessing PayPal
- d. SOP: Accessing Google Drive Files

4. DEFINITIONS

Term: Donor

Definition: Any entity who has provided their contact information to Let's Adopt during a transaction (donation, sign up, subscription, Facebook Like, direct contact, etc.)

Term: Authorized Person

Definition: Any person who has been granted access in accordance to the *Let's Adopt Policy: Access Authorization to Private Let's Adopt Files and Accounts*

Term: Fundraiser

Definition: Any person, volunteer, paid contractor, or individual raising funds on behalf of Let's Adopt Global, Inc.

5. POLICY OVERVIEW

- a. All fundraising will be done without coercion, deception, or manipulation.
- b. All fundraising shall provide information that is as accurate as possible.
- c. All fundraising will be done in accordance to IRS, FEDERAL, and Massachusetts law.
- d. Any person doing fundraising must only do so under the authority given by the Board of Directors for Let's Adopt.
- e. Any paid contractors must be registered with the State of Massachusetts and follow all rules and regulations.
- f. No fees for fundraising compensation for paid fundraisers shall ever be tied to commissions.
- g. No operational costs for fundraising shall exceed what is reasonable and necessary.

6. DETAILED POLICY

- a. Truthfulness
 - 1) All fundraising promotional material, pleas, and marketing --- electronic or hardcopy -- shall contain only the truth.
 - 2) There shall be no form of coercion, deception, or manipulation in the material.
 - 3) All information shall be as accurate as possible at the time of creation and publication.
- b. Disclosure
 - 1) The fundraising material shall include the intended use of the funds, who will benefit, or where they will be applied.
- c. All fundraising will be done in accordance to IRS, FEDERAL, and Massachusetts law.
- d. Fundraiser's Responsibilities
 - 1) Any person doing fundraising must only do so under the authority given by the Board of Directors for Let's Adopt.
 - 2) Any paid contractors must be registered with the State of Massachusetts and follow all rules and regulations.
 - 3) Paid Fundraisers shall show proof of registration and be current in their designation.
 - 4) Paid Fundraisers shall follow all guidelines published under the State of Massachusetts Attorney General's "Professional Fundraiser's Guide"
- e. Payments and Expenses related to Fundraising
 - 1) No fees for fundraising compensation for paid fundraisers shall ever be tied to commissions or a percentage of funds raised.
 - 2) All fundraisers should subscribed to ethical standards set forth by the Association of Fundraising Professionals

3) No operational costs for fundraising shall exceed what is reasonable and necessary.

f. Policy Oversight

4) Any violation of this policy will be handled with immediate suspension of fundraising privileges, compensation, or access to fundraising tools.

5) The responsibility for ensuring the policy is followed is with the Board of Directors