

HUMAN RESOURCES ACHIEVEMENT PROGRAM



OFFICE OF THE CHIEF FINANCIAL OFFICER FUNDRAISING POLICY & PROCEDURES

HRAP Policy No.	TBD
Effective Date:	April 8, 2023
Expiration Date:	Until Rescinded

HRAP Fundraising Program

Policy on Fundraising for Human Resources Achievement Program, Inc. here after referred as HRAP.

Purpose

The purpose of this policy is to establish guidelines for the fundraising activities of HRAP. This policy is intended to ensure that all fundraising activities are conducted in a professional, ethical, and compliant manner.

Scope

This policy applies to all fundraising activities conducted by HRAP, including but not limited to:

- Solicitation of donations from individuals, corporations, foundations, and other entities
- Conduct of fundraising events
- Use of fundraising materials
- Management of donor records

Fundraising Principles

HRAP is committed to the following fundraising principles:

- All fundraising activities must be conducted in a professional and ethical manner.
- All fundraising materials must be accurate and truthful.
- All donors must be treated with respect and courtesy.
- All donor information must be kept confidential.
- All fundraising activities must comply with all applicable laws and regulations.

Responsibilities

- The following individuals and/or departments are responsible for the implementation of this policy:
- Code snippet
- The Board of Directors is responsible for the overall oversight of fundraising activities.
- The Executive Director is responsible for the day-to-day management of fundraising activities.
- The Development Director is responsible for the development and implementation of fundraising strategies.
- All staff members who are involved in fundraising activities are responsible for complying with this policy.

Procedures

The following procedures are to be followed in all fundraising activities:

- All fundraising activities must be approved in advance by the Board of Directors.
- All fundraising materials must be approved in advance by the Development Director.
- All donors must be given a clear and concise explanation of how their donation will be used.
- All donors must be given a receipt for their donation.
- All donor information must be kept confidential.
- All fundraising activities must comply with all applicable laws and regulations.

Enforcement

Any violation of this policy may result in disciplinary action, up to and including termination of employment.

Amendments

This policy may be amended at any time by the Board of Directors.

Violations

Violations of this policy may result in disciplinary action, up to and including termination of volunteer agreement.

Updates

This policy may be updated by the organization's finance department at any time.

Effective Date

This policy is effective April 8, 2023.

Receipt & Acknowledgement of Policy: Fundraising Policy & Procedures

I, _____, **ACCEPT** this policy in full and will comply with all orders, directives, and procedures established here within and understand and accept the conditions of this policy.

Signature

Date