



THE FLORIDA CENTER
FOR CHILD AND FAMILY DEVELOPMENT

PROCEDURE

Title/Subject: Ethical Fund Raising Practices			
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Approved By:		Title: President/Chief Executive Officer	
Approved By:		Title: Program Vice President/CQI Chairperson	
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The Florida Center for Child and Family Development (The Florida Center) exercises appropriate controls over all fundraising activities and conducts these activities in an ethical and fiscally responsible manner.

The Chief Development Officer (CDO) and the President/Chief Executive Officer (CEO) are responsible for the management of all fundraising activities on behalf of The Florida Center. This includes any activities carried out by members of the Board of Directors, personnel, and volunteers. The CEO is responsible for executing a written agreement with any outside contractors or consultants, when appropriate. The CDO is responsible for overseeing the activities of the contractor/consultant and ensuring the activities are achieved.

The Florida Center ensures that information used for the purpose of solicitation of donations is presented accurately, without omissions, misstatements of fact, or misrepresentation of the use of the requested funds. Information used for solicitations includes accurate descriptions of:

- ✓ Agency mission, values and goals.
- ✓ Description of the programs and/or services for which the funds are solicited.
- ✓ Financial costs of the programs and/or services to be provided.

Funds are spent for the purposes for which they are solicited, with the exception of reasonable costs for the administration of the fund-raising department. Program managers responsible for oversight of the program for which funds are provided will maintain accurate reports of the activities and outcomes of the service. These program outcomes will be made available to funders on at least an annual basis. Financial records will accurately reflect the expenses for all programs and how funds were used. The Florida Center will maintain accounting segregation for all restricted funds.

The Florida Center has controls in place on the handling and acknowledgement of all contributions. The organization protects the confidentiality of donors who request anonymity by ensuring that the donor's name is not published or listed in newsletters, articles, annual reports, or other publicly available documents regarding the organization. The CDO is responsible for maintaining and reviewing staff compliance with these controls. Procedures for recording and acknowledging all donations include:

- ✓ The CDO is informed of all donations received by the organization, whether in cash, products, or in-kind.
- ✓ The Development department maintains permanent records of all donations, and acknowledges receipt of all donations in writing.
- ✓ The CDO is responsible for assuring that all cash received by the organization is forwarded to the Chief Finance Officer (or designee) for deposit.

The Florida Center discloses descriptive and financial information for revenue-generating activities through the publishing of a well disseminated annual report. The CEO is responsible for ensuring the report is available to donors within three (3) months of the end of the agency fiscal year. If a donor requests financial information about the organization that is not readily available, the request is forwarded to the Chief Development Officer for follow through on the request.

The organization fund-raises in accordance with local, state and federal requirements. All fundraising activities are registered with the appropriate administrative authorities. The CDO is responsible for review of current law and reconciling agency fundraising practices with prevailing statutes.