



# THE MORETON BAY FOUNDATION LIMITED

<b>PROCEDURES: FUNDRAISING</b>	
<b>Respecting Donors, and their Rights</b>	<p>Donors:</p> <ul style="list-style-type: none"> <li>• will only be contacted based on a planned campaign, to ensure inappropriate, inconsistent or multiple uncoordinated contact is avoided;</li> <li>• personal and other confidential information, including their donation, will not be disclosed publically without the Donor's explicit consent, or as required by law;</li> <li>• be appropriately acknowledged and thanked according to the level of their donation.</li> </ul>
<b>Planning and Implementing Fundraising</b>	<p>The Moreton Bay Foundation (TMBF) Fundraising initiatives and activities:</p> <ul style="list-style-type: none"> <li>• are planned and actioned through The Moreton Bay Foundation's (TMBF) Fundraising Committee;</li> <li>• have clear, realistic goals;</li> <li>• requires prior approval of the Chairman of the Fundraising Committee, before progressing to Fundraising proposal stage;</li> <li>• are assessed, by a firm or individual appointed by the Board, for compliance with taxation and other legal obligations. If it is unclear if any Fundraising initiative or activity may not comply with legal obligations, appropriate advice is to be sought as early as possible to ensure such compliance;</li> <li>• will be based on a written Fundraising proposal, and considered and by the Fundraising Committee; the Fundraising Committee will only approve Fundraising proposals where the proposal has complied with the above procedures, and aligns with TMBF's values; and</li> <li>• are monitored by the Board.</li> </ul>
<b>Accepting Donations</b>	<ul style="list-style-type: none"> <li>• Before accepting any donation offered to TMBF (either as a result of a Fundraising proposal, or unsolicited), the Fundraising Committee will assess that acceptance of that donation is appropriate.</li> </ul>
<b>Financial Accountability</b>	<p>Fundraising expenses:</p> <ul style="list-style-type: none"> <li>• are approved and monitored by the Board;</li> <li>• are represented in TMBF's expense budget and actual financial accounts.</li> </ul>
<b>Record Keeping</b>	<p>TMBF will establish a computerised Relationship Management system to support consistency in Fundraising decision making, which will:</p> <ul style="list-style-type: none"> <li>• comply with data protection laws and regulations. Such compliance will be reviewed and reported as part of TMBF's annual report;</li> <li>• keep up-to-date contact and other details of all potential and actual Donors;</li> <li>• record and monitor progress of the soliciting and cultivation of potential and actual Donors;</li> <li>• record all donations and pledged donations, including installment payment dates and reminder notifications for Donor contact;</li> <li>• be shared with all TMBF personnel involved in Fundraising, and with any Director who seeks access.</li> </ul>