|  |  |
| --- | --- |
| **LANARK COUNTY COMMUNITY JUSTICE PROGRAM** | **POLICIES & PROCEDURES** |
| SECTION: Financial | DATE: January 2018 |
| SUBJECT: 3rd Party Fundraising Policy | HISTORY:  New Policy September 17, 2015 |
| **Policy:**  LCCJ appreciates fundraising initiatives organized by others in support of our organization. This 3rd Party Fundraising Policy outlines the responsibilities of fundraising organizers and seeks to ensure consistent and accurate representation of LCCJ. In addition, we have responsibilities to our major program funders that must be respected by any 3rd parties conducting fundraising on our behalf as well as following the guidelines of the Canada Revenue Agency.  3rd Party initiatives will:   * Be consistent with the mission and values of the LCCJ. * Maintain a positive representation and give LCCJ positive exposure and   increased public awareness.   * Benefit LCCJ operations and programs.   In order for LCCJ to maintain brand integrity and consistency in dealing with the public, LCCJ will have final approval of:   * Any materials with our name or logo. * Any promotional materials. * Any other sponsors of the initiative. | |
| **Procedure:**   1. **Criteria:**   The Executive Director of LCCJ will approve a 3rd Party fundraising initiative based on compliance with the following guidelines, including those regarding sponsors:   1. Adequate advance notice, at least three weeks, is provided to LCCJ by mail or email with all details outlined. 2. Consistency of the 3rd Party initiative with LCCJ mission and values. 3. Profitability of the 3rd Party initiative. 4. Positive marketing/public relations exposure for LCCJ. 5. The logo of the Lanark County Community Justice will be used on all promotional material, as provided by the Executive Director. 6. Any organizer of a 3rd party fundraiser agrees to indemnify and hold harmless LCCJ and its Board of Directors, employees and volunteers from any and all claims and liabilities in any way related to the initiative. 7. **Guidelines:**   3rd Party Initiative organizers will follow these guidelines:   1. The Lanark County Community Justice name will be used in its full form and may not be shortened to LCCJ in any promotional materials. It is suggested that wording such as “*All proceeds raised at this initiative will be donated to Lanark County Community Justice"* be used on promotional materials. 2. Lanark County Community Justice logo is the sole property of LCCJ therefore it may only be used with the express permission of the LCCJ. Usage is limited to the approved initiative. 3. If approved as a 3rd party fundraising initiative, LCCJ will provide signed approval on all promotional materials (brochures, flyers, advertisements, public and media communications, etc.) and commits to providing this approval in a timely manner. All promotional and communications materials must reflect that LCCJ is only the beneficiary of the fundraising initiative. LCCJ cannot appear to be in partnership with the 3rd Party fundraiser, or involved in the organizing, or collaborating with the organizers or their sponsors. 4. 3rd Party Fundraisers will be requested to provide a list of sponsors who have donated to or sponsored the initiative to allow LCCJP the opportunity to recognize partners in our community. LCCJ will have final approval of sponsors. 5. 3rd Party initiatives requiring licenses and fees (example raffles, 50/50 sales, etc.) will conform to all government regulations (federal, provincial, municipal) including but not limited to raffle licences and special occasion permits. It is the sole responsibility of the 3rd Party initiative organizer(s) to submit all such applications and ensure permits are in place prior to the initiative being held. 3rd Party initiative organizer(s) are responsible for any fees for these licenses and are responsible for filing post-initiative forms/reports. 6. LCCJ will not be expected to provide any staffing or volunteer time for any 3rd Party initiative. Our limited capacity prevents us from having official representation at every initiative. Requests for attendance of a representative of LCCJ should be directed through the Executive Director and we will make every effort to have a representative attend. 3rd Party fundraisers will not represent themselves as speaking in any official capacity on behalf of LCCJ. 7. LCCJ will not underwrite any 3rd Party initiative and LCCJ insurance will not cover 3rd Party initiatives. 8. 3rd Party initiative organizer(s) will: 9. Provide reasonable notice to LCCJ of any 3rd Party initiative cancellation. 10. Will inform LCCJ if the 3rd Party initiative is to benefit other charity partners. 11. Will be responsible for any financial losses or unsettled accounts of the 3rd Party initiative. 12. 3rd Party initiative organizer(s) will not: 13. Name LCCJ in contracts or sign contracts on behalf of LCCJ. 14. Misrepresent the nature of the relationship between the 3rd Party initiative organizer and LCCJ. 15. Convey any commitment or benefit to any party, or imply such commitment or benefit on behalf of LCCJ. 16. LCCJ may provide receipts for income tax purposes, for donations incurred through the 3rd Party Initiative, and for which cheques are made out to LJJC and documentation has been provided, and only if said donations are deemed receipt-able by Revenue Canada. LCCJ reserves the right to issue or not issue any receipts at its sole discretion. 17. LCCJ may require a signed contract with 3rd Party Fundraisers. 18. LCCJ may relinquish support of any 3rd party initiative that does not abide by this policy, without any liability or obligation. | |