Title: Code of Ethics in Fundraising

Purpose:
To provide guidelines to ensure that needed resources are vigorously and ethically sought and the intent of the donor is honestly fulfilled, and to earn and sustain the public trust through honest, truthful, and responsible transactions, partnerships, and relationships with individuals, communities, providers, businesses, donors, and governmental entities.

Glossary of Terms:
Fundraiser: Any staff member, board member, volunteer or contractor who solicits monetary or in-kind donations on behalf of Association House of Chicago (AHC).

Policy:
AHC’s President and Development Director oversee all fundraising activities. In order to ethically raise funds to support the mission of AHC, all fundraisers are required to adhere to the guidelines below.

Guidelines:
FUNDRAISER OBLIGATIONS
1. Fundraisers shall not engage in activities that harm AHC.
2. Fundraisers shall not engage in activities that conflict with their fiduciary, ethical and legal obligations to the agency. Obligations and responsibilities are identified in the Employee Handbook, Board of Directors Manual and Conflict of Interest Policy.
3. Fundraisers shall effectively disclose to the Development Director all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety. If the Development Director has a potential or actual conflict, the Director shall disclose it to the President.
4. Fundraisers shall not exploit any relationship with a donor, prospect, volunteer, participant, or employee for the benefit of the fundraiser.
5. Fundraisers shall comply with all applicable local, state, and federal civil and criminal laws and register all fundraising activities with the appropriate administrative authorities as defined by the City of Chicago, State of Illinois and United States and their governmental agencies including, but not limited to the Internal Revenue Service, Illinois Attorney General and Illinois Department of Revenue.
6. Fundraisers must recognize their individual boundaries of competence and be forthcoming and truthful about their professional experience and qualifications and shall represent their achievements and those of AHC accurately and without exaggeration.
7. If AHC offers a product or service in exchange for a contribution, fundraisers shall present and supply the products and/or services honestly and without
misrepresentation and will clearly identify the details, such as availability of the products and/or services and other factors that may affect the suitability of the products and/or services.
8. Fundraisers shall establish the nature and purpose of any contractual relationship at the outset and will be responsive and available to donors and their employing organizations before, during and after any transaction involving materials and/or services. Fundraisers will comply with all fair and reasonable obligations established by the contract.
9. Fundraisers shall refrain from knowingly infringing the intellectual property rights of other parties at all times. Fundraisers shall address and rectify any inadvertent infringement that may occur.
10. Fundraisers shall protect the confidentiality of all privileged or confidential information relating to AHC and the donor including personal contact information and information related to payment methods.
11. Fundraisers shall refrain from any activity designed to disparage competitors.
12. Donor constituent and gift information is securely stored and password protected in the Development Department’s CRM database. Gifts are recorded in accordance with allocation determined by the donor or, if appropriate, at the discretion of the President.
13. Fundraisers shall disclose to the President the costs related to the fundraising activities and determine with the President if those costs are reasonable in relation to the revenue raised.
14. Fundraisers may disclose to prospective donors descriptive and financial information for revenue generating activities including fee-for-service programs, for profit subsidiaries, and related or unrelated business ventures.

SOLICITATION AND USE OF PHILANTHROPIC FUNDS
15. Development staff shall ensure that all solicitation and communication materials are accurate and correctly reflect AHC’s mission and use of solicited funds.
16. Development staff shall ensure that donors receive informed, accurate and ethical advice about the value and tax implications of contributions.
17. Development staff shall ensure that contributions are used in accordance with donors’ intentions, which include requests for confidentiality and anonymity.
18. Development staff shall ensure proper stewardship of all donations, including timely reports on the use and management of such funds and segregation of restricted funds as indicated by donor.
19. Development staff shall obtain explicit consent by donors before altering the conditions attached to any gift or other transaction.

PRESENTATION OF INFORMATION
20. The President and the Board Development and Fundraising Committee receive reports from the Development Department outlining fundraising progress against the established need to raise goal as requested. The Board Development and Fundraising Committee actively monitors fundraising progress of specific funding campaigns and activities and assists in stewardship of donors.
21. Fundraisers shall adhere to the principle that all donor and prospect information created by, or on behalf of, AHC is the property of the agency and shall not be transferred or utilized except on its behalf.
22. AHC does not sell, rent or exchange any mailing or fundraising lists or names of individual donors.

23. Fundraisers shall, when stating fundraising results, use accurate and consistent accounting methods that conform to the appropriate guidelines adopted by the American Institute of Certified Public Accountants (http://www.aicpa.org/).

**COMPENSATION AND CONTRACTS**

24. Fundraisers shall not accept compensation or enter into contracts that are based on a percentage of contributions; nor shall fundraisers accept finder’s fees or contingent fees. Fundraisers must refrain from receiving compensation from third parties derived from products or services for AHC without disclosing that third-party compensation.

25. Fundraisers shall neither offer nor accept payments or special considerations for the purpose of influencing the selection of products or services.

26. AHC does not pay finder’s fees, commissions or percentage compensation based on contributions, and all fundraisers shall abide by this policy and shall not encourage AHC to make any such payment.

27. Any fundraiser receiving funds from a donor on behalf of AHC must promptly transfer such funds to AHC and make sure that AHC is aware of any conditions on such gift imposed by the donor.

**Corresponding Rule/Standard: COA - ETH 3**

**Approval:**

| President: | Date: |