



Donor Relations Policy

Guiding Fundraising Principles

CEE Centre for Young Black Professionals engages in a variety of fundraising activities including, but not limited to: donor outreach and engagement; prospecting; digital marketing; special events; and third party partnerships. All fundraising activities comply with federal, provincial, and municipal legislation, as well as policies and guidelines established by Canada Revenue Agency, and the Association of Fundraising Professionals.

CEE uses financial support from its donors to support its mission via activities focused on youth workforce development, education, sector leadership, and advocacy to influence systems and policy. These activities are funded through grants, donations, corporate sponsorships, and special fundraising events. The majority of fundraising comes from grants and private foundations through activities of the Executive Director. In order to expand its programs, amplify the impact of its work and create long-term operational sustainability, CEE needs strong and diverse revenue channels.

CEE strives to earn the trust of its donors by taking measures to ensure transparency and accountability to the public at all times, while respecting the desire of any donor who wishes to remain anonymous. The CEE Board is also expected to support fundraising efforts. Board members are expected to: support fundraising efforts by donating to CEE themselves; provide and share fundraising prospects; support donor outreach and engagement; and strengthen the promotion of the organization.

Unrestricted and Restricted Funds

Unless otherwise specified, funds received from donations are unrestricted and may be used at CEE's discretion for any legal purpose appropriate to the mission and guiding fundraising principles of the organization.

Restricted funds are set aside for a specific purpose as designated by the donor and as mutually agreed by CEE and the donor.

Donation Acceptance Policies

The donation acceptance procedures ensure compliance with legal requirements under Canada Revenue Agency laws and regulations, including PIPEDA. The principles on the Donor Bill of Rights protect the

reputation of the CEE Centre for Young Black Professionals regarding acceptance and use of donations and ensure that donors' interests are respected and stewarded.

Restrictions

CEE will not accept donations which could:

- Result in a conflict with CEE's stated mission and values
- Result in CEE losing its status as a registered charity
- Are too difficult or expensive to administer
- May set a precedent or involve sensitive issues
- Be derived from illegal or unethical activities
- Involve a proposal to permit naming rights in recognition of a donation.

CEE reserves the right to accept or decline a donation. Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Executive Director, or where appropriate, the Executive Director's designate, or a committee consisting of members of the Board of Directors

Gift Acknowledgement and Receipting

CEE staff will work to acknowledge every gift within the following guidelines. At any time, a donor may request additional public recognition or decline public recognition.

All donations over \$10.00 will be receipted and sent to donors both via email and mail (as requested).

Donor Stewardship

We are happy to communicate the impact of donations These stories are shared with donors via:

- CEE's website
- CEE's monthly e-Newsletter
- Social Media
- For donations of \$1,000 or more, donors will be personally emailed with follow up information of how their donation is being used six months following the donation.

Other Considerations:

Anonymity

Donors wishing to remain anonymous will be respected; however, donors must indicate their wish to remain anonymous at the time of donation.

Donation Value

All donations will receive the proper Gift Acknowledgement within 60 days.

Cumulative Donation values will be reviewed on an annual basis and the appropriate recognition will begin at that time.

Withdrawal or Refusal of Recognition

The Board of Directors reserves the right to withdraw recognition and naming agreements should such withdrawal be deemed in the best interests of the CEE.

In addition, the Board of Directors (or their designate) must approve recognition wording and may refuse the recognition opportunity should the CEE and the donor be unable to agree on appropriate wording.

Donor Privacy and Relations Policy

CEE is committed to maintaining the privacy of our donors. The information that is provided by our donors is used to acknowledge their support and provide information about donations, services, programs and opportunities to further support our mission. CEE adheres to all legislative requirements with respect to privacy.

In carrying out our various programs and activities, we frequently collect, use, and disclose personal information. Anyone from whom we collect such information can expect that it will be carefully protected and that any use of or another dealing with this information is subject to consent. The following Privacy Policy explains how CEE collects, uses, discloses, and safeguards personal information whether provided to us through a signed registration form; orally in person or over the phone; electronically through a web site; or, in select circumstances, obtained by us from public domain sources such as published directories or other organizations' public documents such as annual reports.

In accordance with Canadian Anti-Spam Legislation (CASL), CEE sends email communications to donors and constituents who have been active within the last three years. The last donation or date the constituent was last involved with the charity is included in their file. The option to unsubscribe to email communications is included in every email sent to constituents.

Types of personal information collected

Canada's Personal Information Protection and Electronic Documents Act (PIPEDA) defines personal information as any information about a specific, identifiable individual, such as name, address, or phone number, but not including the name, title, business address or business phone number of an employee of an organization.

Donor Requests Regarding Communications

We respect and honour our donor's requests regarding solicitation communications which includes:

- The frequency and type of solicitation.
- Their request not to be solicited by mail, phone, online or other forms.
- The receipt of printed or online material concerning CEE.