

Catholic Charities of St. Louis Policies and Procedures

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Ethical Fundraising Practices		810.0	Policy	X
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OVERVIEW:

Catholic Charities Archdiocese of St. Louis is an active member of the Association of Fundraising Professionals. As a member we embrace certain values and we strive to uphold our responsibilities for generating philanthropic support.

SCOPE:

This policy applies to fundraising for Catholic Charities.

Code of Ethical Principles:

- We practice fundraising with integrity, honesty, truthfulness and adhere to the absolute obligation to safeguard the public trust;
- We act according to the highest standards and vision of our organization, profession and conscience;
- We put our philanthropic mission above personal gain;
- We inspire others through our own sense of dedication and high purpose;
- We improve our professional knowledge and skills in order that our performance will better serve others;
- We demonstrate concern for the interests and well-being of individuals affected by our actions;
- We foster cultural diversity and pluralistic values by treating all people with dignity and respect;
- We affirm, through personal giving, a commitment to philanthropy and its role in society;
- We adhere to the spirit as well as the letter of all applicable laws and regulations;
- We avoid even the appearance of any criminal offense or professional misconduct;
- We bring credit to the fund raising profession by our public demeanor;
- We encourage colleagues to embrace and practice the ethical principles and standards of professional practice; and
- We are aware of the code of ethics promulgated by other professionals; organizations that oversee philanthropy.
- Catholic Charities Archdiocese of St. Louis uses Raiser’s Edge—a state of the art database management system. To protect the confidentiality of donors and donor records only authorized members of the development department have access to donor information.

- The Database Manager and staff place high priority on donor confidentiality. We do not disclose donor information without written permission from the donor. For example we request permission to list a donor's name for the Good Samaritan Guild recognition purposes. If we do not receive written permission to list the name we mark the record appropriately "do not publish."
- Each fiscal year, Catholic Charities Archdiocese of St. Louis publishes a Form 990(an informational tax form for tax-exempt organizations that provides overview of organization's activities, governance and detailed financial information) as required by the Internal Revenue Service. A copy of the 990 is available to donors, funders and other members of the public on the Catholic Charities Archdiocese of St. Louis website (www.ccstl.org) and upon request. In addition, Catholic Charities Archdiocese of St. Louis publishes an annual report which is also made available to the public on our organization's website (www.ccstl.org) and upon request.
- Catholic Charities Archdiocese of St. Louis is a member of the Association of Fundraising Professionals, St. Louis Region. As a member organization we recognize our stewardship responsibility to ensure that needed resources are vigorously and ethically sought and that the intent of the donor is honestly fulfilled. We practice our profession with integrity, honesty, truthfulness and adhere to the absolute obligation to safeguard the public trust.

PROFESSIONAL PRACTICES

1. We work for a salary or fee, not a percentage based compensation or a commission.
2. We may accept performance based compensation, such as bonuses, provided that such bonuses are in accord with prevailing practices within Catholic Charities and not based upon a percentage of philanthropic funds raised.
3. We do not pay, seek or accept finder's fees, commissions or percentage based compensation for obtaining philanthropic funds and shall, to the best of our ability, discourage our organization from making such payments.
4. We shall effectively disclose all conflicts of interest; such disclosure does not preclude or imply ethical impropriety.
5. We accurately state our professional experience, qualifications and expertise.
6. We adhere to the principle that all donor and prospect information created by, or on behalf of Catholic Charities is our property and shall not be transferred or utilized except on behalf of Catholic Charities.
7. We give donors the opportunity to have their names removed from our lists at any time. We do not sell, rent, or exchange names with any other organization.
8. We take care to ensure that all solicitation materials are accurate and correctly reflect the organization's mission and use of solicited funds.
9. We ensure, to the best of our ability, proper stewardship of charitable contributions, including timely reporting on the use and management of funds and explicit consent by the donor before altering the condition of the gift.

10. We ensure, to the best of our ability, that donors receive informed and ethical advice about the value of tax implications of potential gifts.
11. In stating fundraising results, we will use accurate and consistent accounting methods that conform to the appropriate guidelines adopted by the American Institute of Public Accountants.
12. All of the above notwithstanding, we shall comply with all applicable local, state and federal civil and criminal laws.