

**Ecology Action Centre
Fundraising Code of Conduct**

Approved by the Board of Directors November 12th, 2012

1. All donations will be used to support the EAC's mission and objectives, as a charity registered with the Canada Revenue Agency.
2. All restricted or designated donations will be used for the purposes for which they were given.
3. EAC will issue receipts per Canadian Revenue Agency regulations and will acknowledge non-receiptable gifts.
4. All fundraising solicitations shall disclose our organizational name and purpose for which funds are requested.
5. Upon request, EAC shall provide members and donors with our:
 - a. Annual Report which includes a summary of the financial statements
 - b. A copy of the complete financial statements
 - c. CRA registration number
 - d. Names of members of board of directors
6. Those persons fundraising on our behalf will disclose, upon request, whether they are soliciting contributions as a volunteer, an employee or a contracted third party.
7. The privacy of members and donors will be respected and our member and donor records will be kept confidential and secure.
8. The EAC does not share or sell lists of its donors or contact information.
9. EAC will treat donors with respect. Requests to limit or discontinue solicitations will be honoured.
10. Ecology Action Centre will respond promptly to a complaint by a donor or prospective donor
11. EAC's financial affairs will be conducted in a responsible manner.
12. EAC's financial statements will be audited by an independent public accountant or accounting firm
13. The EAC is committed to being cost-effective in its fundraising efforts.