



FUNDRAISING POLICIES AND PROCEDURES

July 5, 2022

I. Introduction

The purpose of these Fundraising Policies and Procedures is to guide YPTI in its fundraising activities. These policies ensure ethical practices, legal compliance, transparency, and respect for donors' intentions and privacy.

II. Roles and Responsibilities

- **Board of Directors:** Approves fundraising goals and strategies; ensures ethical fundraising practices; participates in fundraising activities as appropriate.
- **Development Committee:** Develops fundraising plans and strategies; oversees fundraising activities; monitors progress towards goals.
- **Executive Director:** Leads fundraising efforts; ensures alignment with YPTI's mission and goals; maintains relationships with major donors.
- **Fundraising Staff:** Implements fundraising activities; maintains donor records; ensures compliance with policies and legal requirements.

III. Fundraising Ethics and Standards

- Adhere to ethical standards as outlined by the Association of Fundraising Professionals (AFP) and other relevant organizations.
- Ensure honesty, transparency, and accountability in all fundraising activities.

IV. Donor Privacy and Confidentiality

- Respect the privacy and confidentiality of all donors.
- Donor information will not be sold, traded, or shared with third parties without the donor's consent.

V. Gift Acceptance

1. Types of Gifts Accepted

YPTI gratefully accepts the following types of gifts, subject to the restrictions and limitations set forth in this policy:

- Cash and cash equivalents.
- Publicly traded securities and stocks
- In-kind donations of goods or services
- Real estate
- Planned gifts (e.g., bequests, life insurance policies, charitable remainder trusts)

2. Conditions and Limitations

All gifts must support the mission and values of [Organization Name]. Gifts will not be accepted if they:

- Result in YPTI violating its corporate bylaws.
- Put the organization's reputation at risk or potentially lead to a conflict of interest
- Require excessive expenses or other resources to manage than what the organization can reasonably afford or allocate
- Come with restrictions or conditions that are inconsistent with the organization's charitable purposes
- Are too difficult or too expensive to administer in relation to their value
- Could financially benefit the donor or any related party in a manner that is not permissible under IRS regulations or other applicable laws

3. Review and Approval of Large or Unusual Gifts

The Board of Directors of YPTI must review and approve the acceptance of the following:

- Gifts of real estate
- Gifts of personal property that require ongoing maintenance
- Gifts that may expose YPTI to liability
- Gifts with a value exceeding \$10,000

- Any other gifts that are considered to be large or unusual in nature

4. Valuation of Gifts

For gifts of securities, the value will be determined as the average market value on the date of the gift. For non-cash gifts, an independent appraisal may be required to establish the gift's fair market value.

5. Acknowledgment and Receipts

All gifts will be acknowledged in writing. Receipts will be provided in accordance with IRS requirements for donor tax records.

6. Right of Refusal

YPTI reserves the right to refuse any gift that, in the judgment of the Board of Directors, does not align with the organization's mission, values, or best interests.

VI. Acknowledgment and Recognition

- Timely and appropriate acknowledgment of all donations.
- Establish guidelines for donor recognition, respecting donors' wishes regarding anonymity.

VII. Fundraising Communications

- Ensure that all fundraising communications accurately represent YPTI's mission, programs, and use of funds.
- Obtain consent for the use of any images, stories, or testimonials from beneficiaries or donors.

VIII. Compliance and Legal Requirements

- Comply with all local, state, and federal laws and regulations related to fundraising, including registration requirements for soliciting donations.

- Ensure proper reporting and documentation for all fundraising activities.

IX. Use of Funds

- All funds raised will be used in accordance with donors' intentions and YPTI's mission.
- Donor restrictions on contributions shall be honored to the fullest extent, provided such restrictions are consistent with YPTI's mission and comply with applicable laws and regulations.
- 25% of raised funds should be allocated to administrative and fundraising costs combined.

X. Fundraising Events

1. Budgeting

- Each event must have a detailed budget approved by the Board of Directors or a designated committee.
- Budgets should include estimates for all revenues and expenses, ensuring the event is financially viable.

2. Marketing

- Marketing plans for each event should align with YPTI's branding and messaging guidelines.
- Adequate resources must be allocated to promote the event effectively while ensuring cost-effectiveness.

3. Compliance

- All events must comply with federal, state, and local laws, including health and safety regulations, licensing, and permits.
- Compliance with fundraising and charitable solicitation laws is required, including registration with state authorities where applicable.

4. Health and Safety Regulations

- Ensure all events follow current health guidelines and safety protocols to protect participants and staff.
- Contingency plans should be in place for emergencies or unforeseen circumstances affecting the event.

5. Record-Keeping

- Maintain accurate and comprehensive records of all income and expenditures related to the event.
- Document donor contributions and provide acknowledgments and receipts in line with IRS requirements.

6. Evaluation

- Conduct a post-event evaluation to assess the success of the event against its goals and budget.
- Use feedback to inform future event planning and improve performance.

XI. Third-Party Fundraising

YPTI recognizes and appreciates the valuable contribution that third-party fundraising events or campaigns can provide. To ensure these activities align with YPTI's mission, values, and legal obligations, we have established the following guidelines and approval processes.

Guidelines for Third-Party Fundraising

1. Third-party fundraisers must agree to adhere to YPTI's mission and values, and not engage in activities that could harm the reputation or legal status of YPTI.
2. All promotional materials and public announcements by third parties must be approved by YPTI before use.

3. Third-party fundraisers may not enter into any contracts or agreements that would bind YPTI financially or legally.
4. YPTI must not be represented as endorsing any product, firm, organization, individual, or service without explicit written consent.
5. Third-party fundraisers are responsible for all event expenses and cannot incur costs on behalf of YPTI.
6. Fundraisers must agree to handle and process funds in a responsible manner and forward all net proceeds to YPTI in a timely fashion.

Approval Process for Third-Party Fundraising

1. All third-party fundraising events or campaigns must be approved in advance by YPTI. Interested parties must submit a Third-Party Fundraising Proposal Form outlining:
 - The nature of the event or campaign
 - The proposed use of YPTI's name and logo
 - The date and location of the event or campaign
 - An estimated budget and fundraising goal
2. YPTI reserves the right to deny any proposal that does not align with its mission, values, or priorities, or that poses a potential conflict of interest.
3. Upon approval, YPTI will provide a letter of endorsement that can be used for the duration of the event or campaign.
4. YPTI may require a signed agreement that outlines the roles, responsibilities, and legal obligations of both the third-party fundraiser and YPTI.

Transparency and Reporting

Third-party fundraisers are required to provide a financial accounting of all funds raised and related expenses following the conclusion of the event or campaign. YPTI reserves the right to audit these records to ensure compliance with the agreed-upon terms.

XII. Monitoring and Evaluation

- Regularly review and evaluate the effectiveness of fundraising activities.
- Provide reports to the Board and Development Committee on fundraising progress and outcomes.

XIII. Policy Review and Amendments

- These policies will be reviewed annually and amended as necessary by the Board of Directors.