



FAITH WORKS COALITION		Policy and Procedure
Name of Policy:	Solicitation Materials and Disclosure of Benefit from the Sale of Products or Services	
Policy Number:	BOARD – 014	
Department:	Board of Directors	
Purpose:	To provide assurance to donors and potential donors that there is full disclosure of the benefit to the organization so that consumers are fully aware of what portion of their purchase of products or services will be applied to recipient projects.	
Effective Date:	October 13, 2011	
Last Rev. Date:		

Required Signatures:	 <hr/> Board Chair
	 <hr/> Secretary

Definitions:	
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Policy:	<p>The organization shall adopt procedures to assure that the donors are provided with sufficient information so that they are fully informed of what portion of the purchase price of products or services will go directly to the recipient projects approved by the Board.</p> <p>All solicitations and informational materials, distributed by any means, shall be accurate and truthful. All appeals for donations shall include a clear description of program(s) for which contributions are sought.</p> <p>FWC must be able to substantiate that the timing and nature of its expenditures are in accordance with what is stated, expressed, or implied in our solicitations.</p>
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Procedure:	<ol style="list-style-type: none"> 1. Whenever a fundraising activity is presented to the Board that includes the purchase of any products or services, the presenter shall include the written documentation that includes a clear explanation disclosing the precise benefits received by FWC. 2. The activity sponsor shall present all solicitation materials to the Board to ensure that the content includes details of benefits to FWC to include the following: <ol style="list-style-type: none"> a. The actual or anticipated portion of the purchase price that will benefit FWC (e.g., \$5.00 will be contributed to FWC for every product sold), b. The duration of the campaign (e.g., the month of October),
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	<p>c. Any maximum or guaranteed minimum contribution amount (e.g., up to a maximum of \$200,000).</p> <p>3. The Treasurer shall ensure that the representation is accurate and that FWC's accounting records will be able to confirm the benefits received from the activity. The records will also substantiate that the timing and nature of its expenditures are in accordance with what is stated, expressed, or implied in the solicitation texts.</p> <p>4. Prior to approval of the activity, the Board shall review all solicitations and informational materials, distributed by any means, and shall ensure that they are accurate and truthful. All solicitations and/or appeals for contributions shall include a clear description of the program(s) for which contributions are sought.</p> <p>5. The activity sponsor shall provide all promotional materials approved for the activity, including the explanation of benefits to the organization, to the Webmaster.</p> <p>6. The Webmaster shall post this information on the FWC website.</p>
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Related Policies:	
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