



Vision: Every Life Fully Lived

Mission: Supportive communities inspired by anthroposophy, which celebrate the diverse ways of being human.

Values: Whakamana, Sustainability. Consistent with these values we will:

- **Manage risk,**
- **Build healthy, well-functioning relationships,**
- **Allocate and use appropriate resources, and**
- **Build resilience.**

Approach:

Hohepa Homes Trust Board is committed to ensuring fundraising activities are carried out in an ethical manner. Our guiding fundraising principle is a simple one:

- We will only use techniques that we would be happy to be used on ourselves.

This policy applies to the Board, casual, permanent, contract staff and volunteers .

Definitions:

- **Fundraising:** Process of collecting money by requesting donations from individuals and businesses.
- **Donation:** A voluntary gift or contribution.

Roles:

- **Our People** – (those that we support and those who support us) - will:
 - Engage, be proactive and communicate with other in a way that demonstrates curiosity, courageousness, empathy, integrity and respect.
 - Meet our standards and expectations.
- **Hohepa leaders will:**
 - Set the direction and expectations for fundraising campaigns.
- **Manuhiri** - will respect our standards and expectations and support Hohepa's approach.



Hohepa

every life fully lived

Fundraising Standards

Fundraising activities must adhere to the following standards:

- Fundraising activities carried out by Hohepa will comply with all relevant laws. Any communications to the public made in the course of carrying out a fundraising activity shall be truthful and non-deceptive.
- All monies raised via fundraising activities will be used for the purpose for which they are sought and will comply with the organisations Vision, Mission and Values.
- Fundraising activities should not be undertaken if they may be detrimental to the good name or community standing of Hohepa.
- Donations will only be accepted from companies, organisations and individuals the Board considers will not adversely affect the organisations reputation.
- Donations and grants will not be accepted from the following sources:
 - Tobacco companies
 - Organisations involved in the supply of weapons
 - Pharmaceutical companies
 - Gambling activities. Exceptions may be made where the donations or grants are received from an organisation whose purpose is to make charitable donations e.g. Lotteries Commission or Pub Charity as determined by the HHTB.
 - Companies involved in the supply or manufacture of alcohol. Exceptions may be made that allow donations from a reputable and responsible supplier as determined by the applicable Regional Board.
- Any other exceptions would be a matter for the HHTB.
- Any personal information collected through the process of fundraising is confidential and is not for sale or to be given away or disclosed to any third party without consent.
- Remuneration for persons contracted to undertake fundraising activities must not include commissions, bonuses or performance payments tied to the funds raised.
- All donations will be receipted and acknowledged in an appropriate manner.
- Financial donations will be receipted and deposited into the appropriate Hohepa bank account.
- A statement estimating income and expenses will be prepared prior to the commencement of any new fundraising activity that may present a financial risk to Hohepa.
- All fundraising activities must have the prior approval of the [relevant] Board, as recorded in Board meeting minutes.
- No financial benefit of any kind may be provided to the donor. Donors should not be empowered to directly or indirectly, have control or significant influence over the organisation.
- Any donation that creates an ongoing or future action or obligation must be approved by the HHTB.

Donor Rights

The Donor Bill of Rights is endorsed by the Fundraising Institute of New Zealand (FINZ) and developed by the American Association of Fund-Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), Association of Fundraising Professionals (AFP).

1. To be informed of the organisation's mission, of the way the organisation intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organisation's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organisation's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgment and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organisations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organisation or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organisation may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.