

Donor Initiated Fundraising Policy

Policy Number: 07-102

Effective Date: January 19, 2021



Policy: To perform our mission, Our Daily Bread relies on various fundraising efforts. Our Daily Bread appreciates the many efforts of various individuals and groups in the community to raise assets that support our agency. However, when someone conducts fundraising activities or solicits contributions to benefit Our Daily Bread, they are acting on behalf of our agency. Many of these volunteer efforts and events rely upon the use of the Our Daily Bread's tax-exempt status. Accordingly, Our Daily Bread has a primary interest in making sure these activities are conducted in such ways that are legal and reflect positively on our organization. Our goal is to help assure success while avoiding unintended tax consequences, adverse public perception, and legal liability.

Procedures:

1. Before undertaking any public fundraising efforts, individuals and groups must discuss their plan and receive consent to proceed from a member of the senior management or a member of the board of directors of Our Daily Bread. This gives the opportunity to make suggestions that may enhance the success of the effort, helps our office answer questions that may arise from the public, and allows us to properly administer proceeds and gifts that come directly to us.
2. All uses of Our Daily Bread's name and/or logo in advertising and promotional materials must be approved in advance in writing. Where applicable, all fundraising materials should make clear that funds are being raised on behalf of, rather than by, Our Daily Bread.
3. Our Daily Bread expressly denies any liability from any incident, occurrence, transaction, injury, or any other circumstance arising out of any donor initiated fundraising event.

Responsibilities:

1. The responsibilities of Our Daily Bread will be to:
 - a. manage such money and property from donors or other contributors and sources;
 - b. apply the income and principal for charitable uses, in accordance with the governing documents Our Daily Bread and all regulations and laws;
 - c. provide appropriate acknowledgments to donors for tax-exempt donations.
2. The individuals or group conducting fundraising will retain responsibility for all public fundraising and matters related to them including:
 - a. obtaining written authorization from Our Daily Bread to engage in fundraising activities under Our Daily Bread policies;
 - b. paying all costs and expenses associated with the event or activity;
 - c. maintaining an accurate and complete accounting of income and expenses, including ticket sales and cash gifts;
 - d. complying with applicable laws and regulations; and
 - e. conforming with other requirements of the activity or event in question, such as registrations, licensing, tax-related obligations, and insurance considerations.

General Guidelines:

1. Fundraising materials must clearly state that funds are being raised on behalf of rather than by Our Daily Bread. When requested, an electronic logo will be provided for use on all approved printed materials.
2. Our Daily Bread will not provide administrative assistance related to fundraising efforts or in the production of solicitation materials, nor will we handle ongoing administration of solicitation efforts, help manage events, or pay for expenses such as materials or postage.
3. No group or individual may pay for or contract with a for-profit commercial fundraiser or individual fundraiser to solicit donations on behalf of Our Daily Bread.
4. Solicitations should encourage a donor to make a gift directly to Our Daily Bread.
 - a. Checks should be made payable to Our Daily Bread with the name of the fundraiser or event in the memo line.
 - b. Donations made online using a credit card at the agency website.
5. Except when prohibited, donors will receive a gift acknowledgement letter from Our Daily Bread indicating the gift is tax deductible as permitted by law.
6. All expenses related to the activity or event will be the responsibility of organizers. The fundraising group will be expected to maintain appropriate financial controls and records related to fundraising events. Event organizers will be responsible for any and all losses incurred by activities or events. Our Daily Bread will not be held responsible for any such losses.
7. All raffles and similar forms of charitable gambling are subject to Ohio state law. No such activities will be allowed by Our Daily Bread unless there is documented compliance and state approval. Please note that raffle ticket purchases are not tax deductible by the donor/buyer, and this must be stated clearly on the face of distributed tickets.

Approval Date: 1/19/21