
DURBANVILLE CHILDREN'S HOME
FUNDRAISING POLICY

People or organisations who offer to do fundraising, including organising collection lists, must be cognisant of the provisions of this policy and commit themselves in writing to act accordingly.

1. The Control Board welcomes all the fundraising efforts on behalf of the Home.
2. The principal or other staff members may not grant permission for such efforts.
3. A letter clearly describing the fundraising effort must be submitted to the Control Board or the Action Committee. If compensation or recovery of costs is expected, it must be stated clearly.
4. Individuals or organisations must be cognisant of the Non-profit Organisations Act (Act 71 of 1997) and strictly act accordingly.
5. Fundraising efforts may only be launched after the applicant has received written permission from the Control Board and has signed the policy statement.
6. No letters or collection lists may be circulated or used without authorisation from the Control Board or Action Committee.
7. The principal of Durbanville Children's Home, as representative of the Control Board, must be aware of and approve the contents of any such letters.
8. No media statements or reports concerning Durbanville Children's Home may be issued by fundraisers. If necessary, a representative of the Control Board will assist fundraisers in such matters.
9. The parties will agree to the starting date and closing date of the fundraising effort.
10. All funds are to be deposited on the closing date. A comprehensive report of the fundraising effort is required.
11. The chairperson or at least two Control Board members are to be consulted in emergencies.

STATEMENT:

I/we, _____

(name of individual or organisation)

am/are cognisant of the provisions of the above-mentioned policy and undertake to act accordingly.

FUNDRAISER

Telephone number:

Cellphone number:

WITNESSES:

1. _____

2. _____

Date