

FP-12	FUNDRAISING		
APPROVED	19 January 2022	EFFECTIVE	2006
AMENDED	2011, 2016, 2021	NEXT REVIEW	2026

1. PURPOSE

To define the nature of the fundraising activities undertaken directly by the Library, as well as the relationship with the Friends of the Cranbrook Public Library.

2. SCOPE

This policy applies to Library Board trustees, Chief Librarian and employees may conduct fundraising activities.

3. DEFINITIONS

Nil.

4. GENERAL

- a. The Board may undertake specific fundraising activities to enhance the services and facilities of the Library. Such fundraising shall focus on applying for grants, but does not preclude other activities.
- b. All funds raised will be used for the stated purposes and priorities established in the fundraising program. Subject to these conditions and Board approval, funds will be used as designated by the donor.
- c. Use of funds raised to fund operating expenses will be used in accordance with the Canada Revenue Agency's guidelines. Every effort will be made to maximize funds raised in relationship to dollars spent.
- d. Tax receipts will be issued for money received through fundraising in accordance with Canada Revenue Agency's guidelines for charitable donations.
- e. Donations received through fundraising activities will be recognized per the Recognition section of the Donations policy.
- f. All research on established and potential donors will be confined to information relative to the cultivation and solicitation process. Research methods will respect the individual's right to privacy.
- g. All records pertaining to established and potential donors will be held confidentially in accordance with the Protection of Privacy policy.

5. FRIENDS OF THE CRANBROOK PUBLIC LIBRARY

- a. The Friends of the Cranbrook Public Library (Friends) is a separate volunteer organization established to support library services, programs, and projects.
- b. The Friends actively engage in regular fundraising activities to enhance the programs and services of the Library and hold the final authority on how the funds will be expended.
 - i. The Chief Librarian will work with the Friends to identify and prioritize projects or services requiring funding.
- c. When possible, the Library Board will communicate their fundraising plans to the Friends of the Library to maximize cooperation and minimize duplication of activities.

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- d. The Friends' contributions will be recognized per the Recognition section of the Donations policy, through media releases, and at the Library Board's annual employee and volunteer recognition event.

RELATED POLICIES

VS-03 Protection of Privacy
 FP-10 Donations