

COYOTE CRISIS COLLABORATIVE

FUNDRAISING POLICIES AND GUIDELINES

Coyote Crisis Collaborative is a nonprofit corporation organized under the laws of the State of Arizona (the "Corporation"). Charitable fundraising is an important source of financial support for the Corporation. The following policies and guidelines (the "Policy") govern the Corporation's fundraising activities.

Article I **MISSION**

The mission of the Corporation is to establish a regional disaster response organization designed to promote an effective methodology for multi-disciplinary response to crises within the State of Arizona.

Article II **PURPOSE OF POLICIES AND GUIDELINES**

The Corporation is committed to maintaining the highest standards of conduct and ethics with respect to its fundraising activities, and the Corporation's Board of Directors is responsible for ensuring that the Corporation's fundraising activities meet those standards. The Board of Directors has therefore adopted this Policy.

Article III **COVERED ACTIVITIES**

For purposes of this Policy, the definitions of "fundraising" and "fundraising activities" include, but are not limited to

- A. Mail solicitations;
- B. Email solicitations;
- C. Personal solicitations;
- D. Vehicle, boat, plane, or similar donations;
- E. Corporation grant solicitations;
- F. Phone solicitations;
- G. Donations submitted via the Corporation's website;
- H. Donations submitted via another organization's website; and
- I. Government grant solicitations; and
- J. Corporate grant solicitations.

Article IV
DONOR RELATIONS

It is the Corporation's policy that fundraising be respectful of the needs and interests of the donor or potential donor. The Corporation will take steps to ensure that gifts will be used for the purposes for which they were given, and to respect the privacy of individual donors. The Corporation therefore recognizes that donors and potential donors have the right:

- A. To be informed of the Corporation's mission, the way solicited funds will be used, and the Corporation's capacity to use donations effectively for their intended purposes;
- B. To be informed of the identity of those serving on the Corporation's Board of Directors and to expect the Board of Directors to exercise prudent judgment in its stewardship responsibilities;
- C. To have access to the Corporation's most recent financial statements;
- D. To be assured that their gifts will be used for the purposes for which they were given;
- E. To receive appropriate acknowledgement and recognition that complies with the substantiation requirements for tax-deductible contributions;
- F. To be assured that information about their donations is handled with respect and with confidentiality;
- G. To expect that all interaction with individuals representing the Corporation will be professional in nature;
- H. To be informed whether those soliciting donations are volunteers, employees of the Corporation, or hired fundraisers;
- I. To have the opportunity to have their names deleted from mailing lists that the Corporation may intend to share; and
- J. To feel free to ask questions when making a donation and to receive prompt, truthful, and forthright answers.

Article V
FEDERAL AND STATE LAW REQUIREMENTS

The Corporation must register, or cause paid fundraisers to register, in each and every state in which the Corporation plans to solicit contributions if such states require nonprofits and/or paid fundraisers to register. This necessarily requires that the Corporation determine the registration requirements, if any, of each state in which the Corporation plans to solicit contributions, and to take steps to comply with those requirements. The Corporation shall cause charitable solicitation registration applications and annual reports to be filed in a timely manner.

Article VI
ADVERTISING MATERIALS

The Corporation must take steps to ensure that any promotional, marketing, or other fundraising material is clear and accurate. Such materials must accurately describe the Corporation, its mission, the purpose(s) for which funds are sought, and the tax-deductible nature of contributions to the Corporation.

If material is prepared by a paid fundraiser, the Corporation must take steps to review and approve such material before it is distributed to potential donors.

Article VII
FUNDRAISING COSTS

The Corporation shall endeavor to hold its fundraising costs to a reasonable level.

Article VIII
PAID FUNDRAISERS

In selecting paid fundraisers, a charity should use only those entities or individuals who are registered in the state in which the fundraising will occur. Paid fundraisers must also provide good references. The Corporation must take steps to continuously monitor the performance of paid fundraisers.

If the Corporation engages a paid fundraiser, it must enter into a contractual agreement with that paid fundraiser before funds are solicited. The terms of the agreement must identify:

- A. The purpose of the fundraising which will occur under the contract;
- B. The length of the agreement;
- C. A description of the fundraising methods allowed under the agreement;
- D. An agreement by the paid fundraiser to comply with all applicable state and federal regulations;
- E. The frequency with which the paid fundraiser must report to the Corporation;
- F. The terms of the paid fundraiser's compensation (either fixed fee or capped percentage) and;
- G. Which entity will control the solicited funds.

Regardless of which party holds responsibility for developing marketing and promotional materials, the Corporation must ensure that all distributed materials accurately and fairly describe the Corporation, its mission, and the purposes for which funds are sought. The materials must also include contact information for the paid fundraiser and the Corporation.

Article IX
CHANGES TO FUNDRAISING POLICIES AND GUIDELINES

These policies and guidelines have been reviewed and accepted by the Board of Directors of the Corporation. The Board of Directors of the Corporation must approve any changes to or deviations from these policies.

CERTIFICATE OF ADOPTION

The foregoing Fundraising Policies and Guidelines were duly adopted by the Board of Directors of the Corporation effective as of the 19 day of August, 2010.

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By: Allen Clark
ALLEN CLARK, Secretary