

OBJECTIVE: To ensure a policy is in place to govern third party fundraising.

DATE OF APPROVAL: June 16, 2005

MOTION: 05-37

DATE OF AMENDMENT AND MOTION: 07-29 March 15, 2007; 16-50, August 9, 2016

Policy Statement

The Township of Uxbridge Public Library welcomes and encourages fundraising efforts by other organizations and citizen groups, where it feels that they fit the Library's missions and objectives. To co-ordinate a variety of fundraising efforts and avoid duplication, the CEO must be informed of all proposed fundraising initiatives.

Policy Practices

1. Definition

The Library defines fundraising as a project undertaken by any individual, affiliated group or organization, for the purpose of raising funds on behalf of the Library. This policy covers any project:

- That will require the use of Library resources, including staff time, rooms, equipment and images that belong to the Library; and/or
- That will require the Library to issue official receipts under its charitable tax number; and/or
- That will be targeted at an audience outside the existing membership of the group that wishes to undertake the project.

2. Approval of Fundraising Projects

The Library may approve fundraising ventures which it deems suitable in fulfilling its mission, goals and objectives, and that will not result in compromise to the Library's public image. To secure Library endorsement, individuals or groups who wish to initiate a fundraising project on behalf of the Library must present a

fundraising plan to the CEO.

3. Conditions of Approval

- 3.1 The CEO must be consulted prior to issuance of all materials, merchandise, and/or publicity produced in conjunction with the campaign.
- 3.2 The CEO must approve the use of any Library resources, including staff time, which is required by the group to implement the campaign.
- 3.3 The Library is not responsible for the costs of fundraising or for shortfalls in campaign goals. Where the Library issues official receipts in compliance with the Charities Act, it must ensure that the process governing funds expended to achieve the purpose(s) identified in the fundraising proposal conforms to the Library's documented procurement policy and procedures.