

Happy Hands Education Center Fundraising Policy

Solicitation

Volunteers, employees, and consultants who solicit or receive funds on behalf of Happy Hands shall:

- Act with fairness, integrity, openness, and in accordance with all applicable laws.
- Have no vested interest in a donor's gift that could result in personal gain.
- Disclose immediately to the Happy Hands Executive Director any actual or apparent conflict of interest.
- Not accept gifts for purposes that are inconsistent with Happy Hands' mission.
- Be truthful in fundraising solicitations and accurately reflect the intended use of the funds.
- Neither exaggerate past achievements nor promise unrealistic results.

Use of Funds

- All donations will be used to further the mission and charitable objectives of Happy Hands.
- All designated donations will be used for the purposes for which they are given. Happy Hands retains the right to refuse donations that do not correspond to the mission. If there are program or organizational changes after receipt of a designated donation that require a change in the usage of the funds, Happy Hands will negotiate alternative uses with the donor or return the funds at the donor's request.
- Our accounting system tracks funds that are restricted or designated for a specific purpose.
- Our financial affairs will be conducted in an effective and responsible manner, in accordance with generally accepted accounting principles and procedures, including following the provisions of stated Happy Hands policies and procedures.
- For "quid pro quo" contributions (such as fundraising tickets), receipts will disclose the amount deductible as a charitable donation.
- Our administrative and fundraising costs are kept to a minimum necessary to meet our objectives.
- Any paid fundraisers, whether employee or consultants, will be compensated by a reasonable salary, retainer or fee, and will not be paid finder's fees, commissions or other payments based on either the number of gifts or the value of funds raised.
- Board responsibilities will be:
 - Each member of the Board will function as a steward and trustee of funds donated to Happy Hands.
 - The Board will review the cost-effectiveness of each Happy Hands' fundraising event no later than the 2nd Board meeting after the event.

- The Board will establish Happy Hands' policies concerning financial accounting and reporting.
- Happy Hands does not sell, trade, or otherwise share its donor lists. Any change to this policy must be approved by the Board and made public on Happy Hands' donor materials and website.
- Each member of the Board will receive a copy of this Fundraising Policy upon assuming office.

Gifts-in-Kind

- The prime focus of Happy Hands is providing excellent services to our clients. We appreciate offers of gifts-in-kind and the benefit they may provide. However, we are not able to accept all offers of equipment and supplies.
- The items must be useful in the offices, classrooms, or related to our fundraisers. Any items we are unable to use directly should be converted by the giver into cash which can be donated and used directly. Any exceptions to this rule must be negotiated in advance with the Executive Director.
- Any equipment must be in good working order and preferably have the user manuals available.
- Certain supplies or equipment that are not new may require an inspection for safety or legal purposes before they can be accepted.
- Upon request, a receipt will be provided without a valuation for the gift-in-kind.

Violations of the Fundraising Policy

Violations of this Fundraising Policy should be reported to Al Proo or Jan Pride at 918-893-4800. Happy Hands considers the integrity of our financial responsibilities of the highest importance and violations could open the person to legal action or disciplinary action up to and including termination of the relationship with Happy Hands.