

# **AGHALEE VILLAGE HALL**

## **FUNDRAISING POLICY**

### **Introduction**

Aghalee Village Hall is a non-profit organisation with the mission to:-

- a. manage Aghalee Village Hall for the benefit and use of the inhabitants of the village of Aghalee and the neighbourhood
- b. without distinction of gender or furtherance of political, religious or other opinions and in particular for use for physical and mental recreation and social, moral and intellectual development through the medium of reading and recreation rooms, library, lectures, classes, recreations and entertainments as may be found expedient by the committee and for the purposes of holding courses and classes and social events.

All donations solicited on behalf of the organisation shall be used to further this mission and follow the policies and procedures outlined below.

### **Fundraising Policy**

Funds shall be solicited in a respectful manner and without pressure. All third parties, not directly affiliated with Aghalee Village Hall who wishes to solicit funds on behalf of the organisation must acquire written permission from Aghalee Village Hall prior to beginning any fundraising activities. Donor designated restrictions on contributions shall be honoured. Aghalee Village Hall is a nonprofit organisation and contributions made to the organisation are tax deductible to the fullest extent of the law. Written tax receipts shall be issued for all donations. If the donor receives anything in exchange for their donation, such as a dinner or event admission, the tax receipt shall clearly state what portion of the donation is tax deductible.

### **Donor Acknowledgements**

Within 7 days of donation receipt, every donor to Aghalee Village Hall shall receive a formal acknowledgement/ thank you letter and donation receipt. Donations of £100 or more will also receive a personal letter from the Chairman.

Every new donor will be included in informational mailings and receive invitations to special events.

### **Donor Privacy Policy**

Any information supplied to Aghalee Village Hall by donors will be used solely to fulfill their donation and shall not be shared for any reason unless permission is granted by the donor to share such information. All requests to remain anonymous shall be honoured. Aghalee Village Hall does not sell or share donor lists. Donors who supply Aghalee Village Hall with their postal address or email address may be contacted periodically for solicitation purposes and/or with information regarding upcoming events. All donors have the option of being placed on a "once-a-year" mailing list which grants Aghalee Village Hall permission to contact them only once per year. Donors may request to be permanently removed from the mailing list by contacting AVH

via email, phone or postal mail. All requests to be removed from the Aghalee Village Hall's mailing list shall be honoured.

Donors who supply Aghalee Village Hall with their telephone number may request that they not be contacted for telephone fundraising purposes.

### **General Gift Acceptance Policies**

Gifts to Aghalee Village Hall may take a variety of forms. Many are outright gifts by living donors. Some are bequests or testamentary gifts that take effect upon the donor's death. Others are different forms of deferred or split-interest gifts.

Aghalee Village Hall may accept the following types of contributions:

**Cash.** The organisation may accept outright cash gifts in any amount. Gifts made to establish a restricted use fund must meet the minimum funding requirements set by the Committee. A donor may establish a fund in a single transaction, or agree to build to an agreed amount over a period of time mutually acceptable to the donor and Aghalee Village Hall.

**Publicly-Traded Securities.** Aghalee Village Hall may accept gifts of publicly-traded stocks and bonds at fair market values as determined under HMRC rules. Gifts of publicly-traded securities will generally be sold as soon as possible, and the fund the donor established will be credited with the proceeds from the sale, after commissions and expenses, if any.

**Tangible Personal Property.** Tangible personal property may be accepted as a gift, provided that (i) such property is saleable and (ii) the donor agrees that the property can be sold at Aghalee Village Hall discretion. The donor is responsible for obtaining a qualified appraisal prior to completing the gift.

**Real Property.** All proposed gifts of real estate must be evaluated and satisfy due diligence requirements of Aghalee Village Hall.

**Closely-Held Stock and Partnership Interests.** . All proposed gifts of closely-held stock and partnership interests must be evaluated and satisfy due diligence requirements of Aghalee Village Hall.

Aghalee Village Hall reserves the right to refuse any proposed gift. Gifts to Aghalee Village Hall may not be directly or indirectly subjected by a donor to any material restriction or condition that would prevent the organisation from freely and effectively employing the transferred assets or the income derived there from, in furtherance of its exempt purposes.