

# Fundraising Policy

## Montezuma Valley Volunteer Community Service Organization (MVVCSO)

**Effective Date: June 28, 2025**

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### **Purpose**

The Montezuma Valley Volunteer Community Service Organization (MVVCSO) is dedicated to serving the Ranchita community with integrity, transparency, and accountability. This Fundraising Policy establishes guidelines for ethical, transparent, and compliant fundraising activities, such as donation collection for food bank boxes, community programs, and emergency aid funds. It ensures alignment with MVVCSO's mission, 2025 bylaws, the California Nonprofit Integrity Act (Government Code § 12586), and the transparency North Star, while supporting eligibility for grant funding and building community trust.

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### **Scope**

This policy applies to:

- All Directors (Article IV, Section 1).
  - All Officers (President, Vice President, Secretary, Treasurer, and Vice roles) (Article V, Section 1).
  - All Volunteers participating in fundraising activities (Article XIII).
  - All Committee Members, including Finance, Grant, and Community Engagement Committees (Article VI).
  - Any individuals or groups authorized by the Board to conduct fundraising on behalf of MVVCSO (e.g., community liaisons, event coordinators).
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### **Policy Principles**

## **Ethical Fundraising**

- All fundraising activities shall be conducted with honesty, integrity, and in good faith, prioritizing the best interests of the Ranchita community, per California Corporations Code § 5231 (duty of care).
- No misrepresentation, fraud, or deceit shall be used in soliciting donations, including false claims about fund usage or MVVCSO's programs.
- Fundraisers shall clearly communicate the purpose of funds (e.g., food bank support, emergency aid) and ensure alignment with MVVCSO's mission.
- No individual shall personally benefit from fundraising activities, except as approved for programmatic purposes (e.g., paid staff under grant terms), per California Corporations Code § 5233 (self-dealing).

## **Transparency and Accountability**

- All fundraising activities shall be pre-approved by the Board or Finance Committee, with a resolution specifying the purpose, methods, and budget, per Article IV, Section 2A.
- Funds collected (cash, checks, in-kind donations) shall be documented, tracked, and reported in financial statements, accessible to Voting Members per Article VII, Section 1, and compliant with the California Nonprofit Integrity Act (Government Code § 12586).
- Public communications (e.g., flyers, social media) shall disclose how funds will be used, with updates provided at quarterly public forums, per the transparency North Star.
- Donation collection methods (e.g., food bank boxes, online platforms) shall include clear signage or instructions stating MVVCSO's nonprofit status, purpose, and contact information (ranchita@mvvcsso.org).

## **Inclusivity and Accessibility**

- Fundraising events and campaigns shall be inclusive, ensuring participation opportunities for all residents, regardless of age, income, disability, or background, per Article XII and California Civil Code § 51 (Unruh Civil Rights Act).
- Materials (e.g., donation forms, event notices) shall be provided in large-print, screen-reader-compatible formats, and Spanish translations where needed, per Article XV and the Americans with Disabilities Act (28 CFR § 36).

- Fundraising activities shall accommodate non-digital residents through physical donation options (e.g., cash boxes at food bank lot) and mailed solicitations.

### **Responsible Stewardship**

- All funds and in-kind donations shall be used solely for approved purposes, as outlined in Board resolutions or grant agreements, per Article IV, Section 2.
- Cash donations shall be deposited within 7 days into MVVCSO's designated bank account, with receipts issued for donations over \$250, per IRS 501(c)(3) requirements.
- In-kind donations (e.g., food, equipment) shall be inventoried, valued, and reported in financial statements, with usage tracked for program support.
- Fundraising expenses (e.g., event supplies) shall not exceed 25% of funds raised, unless approved by the Finance Committee for specific campaigns, ensuring cost-effectiveness.

### **Compliance with Laws and Bylaws**

- All fundraising activities shall comply with federal, state, and local laws, including the California Nonprofit Integrity Act (Government Code § 12586) and California Corporations Code § 5231.
- Online fundraising platforms (if used) shall comply with the California Consumer Privacy Act (CCPA), protecting donor data and ensuring secure transactions.
- Fundraising shall adhere to MVVCSO's 2025 bylaws, Standard Operating Procedures (SOPs), and the Code of Ethics and Conduct Policy, ensuring alignment with organizational governance.

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### **Enforcement**

#### **Reporting Violations**

- Suspected violations (e.g., misuse of funds, misrepresentation) shall be reported to the Ethics Committee via the Secretary (37370 Montezuma Valley Rd, Ranchita, CA 92066, or ranchita@mvvcsso.org).

- Reports will be investigated confidentially, with findings reported publicly (excluding confidential details), per Article VI, Section 1D.
- Whistleblowers are protected from retaliation under Article XI and California Labor Code § 1102.5.

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### **Consequences of Violations**

Violations may result in:

- Verbal or written warning, documented by the Ethics Committee.
- Suspension from fundraising activities, committee roles, or access to MVVCSO resources, pending Board review.
- Removal from Board, officer, or volunteer roles, per Article IV, Section 4, and California Corporations Code §§ 5221–5223.
- Restitution for misused funds or damages, as determined by the Finance Committee.
- Referral to legal authorities for fraud, theft, or other criminal acts, per California Penal Code § 502 (unauthorized access) or other applicable laws.

### **Appeals**

- Individuals disciplined may request a review by the Board within 14 days.
- A special meeting will be convened per Article III, Section 4B, with a final decision by majority Board vote.

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### **Implementation and Training**

- All individuals involved in fundraising shall complete an annual training session, coordinated by the Finance Committee, covering this policy, bylaws, and relevant laws (e.g., California Nonprofit Integrity Act, IRS donation rules).
- Training will include modules on ethical solicitation, financial reporting, and CCPA compliance.
- This policy shall be posted within 7 days at the food bank, community bulletins, and online (if available), in large-print and screen-reader-compatible formats, per Article XV.

- The annual report shall summarize fundraising activities, funds raised, and training participation, certified by the President, Secretary, or a CPA, per Article VII, Section 3.
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### **Review**

- The Finance Committee shall review this policy annually, with updates approved by a majority Board vote and posted publicly within 7 days, per Article VI, Section 1A, and Article XV.
  - Voting Members may propose amendments via the Annual General Meeting or special meeting, per Article VIII.
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### **Affirmation Statement**

I, the undersigned, affirm that I have read, understand, and agree to abide by the MVVCSO Fundraising Policy. I commit to upholding ethical, transparent, and inclusive fundraising practices in all my actions on behalf of MVVCSO. I acknowledge that failure to comply may result in disciplinary action, including suspension, removal, restitution, or legal consequences, as outlined in this policy and MVVCSO Bylaws.

Name: \_\_\_\_\_

Role: ☐ Director ☐ Officer ☐ Volunteer ☐ Committee Member ☐ Authorized Fundraiser ☐

Other \_\_\_\_\_ (specify: \_\_\_\_\_)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_