

Karma Co-op Donation Policy

Karma Co-operative is a nonprofit organization with the mission to:

- Create a community of actively participating members;
- Foster a healthy connection to the food we eat, the people who grow it, and the other organizations who share our beliefs;
- Co-operatively educate ourselves on environmental issues, and
- Exercise political and economic control over our food by operating a viable cooperative food store.

Karma Co-op has created this policy to outline the terms under which donations and fundraising can be undertaken. All donations solicited on behalf of Karma Co-op shall be used to invest in the long-term sustainability of the organization. Such projects will include capital improvements and special projects that further the mission of the co-op, and will exclude day-to-day operations.

Karma will operate within the [Donor Bill of Rights](#) adopted by the Association of Fundraising Professionals.

The fundraising, privacy, gift acceptance, ethics, special events and acknowledgement policies and procedures are as follows:

Fundraising Policies

1. Karma Co-op is a nonprofit organization and contributions made are not tax deductible.
2. Contributions will be used in accordance with donors' intentions. When gifts with restrictions are accepted, restrictions will be honoured. These restrictions must be detailed in the donor's gift or pledge commitment letter. Karma will obtain explicit consent by donors before altering the conditions of contributions.
3. Funds shall be solicited in a respectful manner and without pressure.
4. All third parties not directly affiliated with Karma Co-op who wish to solicit funds on behalf of the organization must acquire written permission from Karma Co-op's General Manager and/or Board prior to beginning any fundraising activities. Karma Co-op will not pay finders fees, commissions, or percentage compensation based on contributions.
5. When appropriate, Karma will seek legal advice in relation to a gift. Such situations may involve any transactions with potential staff or member conflicts of interest.

Donor Privacy Policy

1. Any information supplied to Karma Co-op by donors will be used solely to fulfill their

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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. Karma Co-op does not sell or share donor lists.

2. Donors, prospective donors, and members, who supply Karma Co-op with their postal address or email address may be contacted periodically for solicitation or reporting purposes and/or with information regarding upcoming events.

3. Donors may request to be permanently removed from the mailing list. All requests to be removed from Karma Co-op's mailing/emailing list shall be honoured. Donors who supply Karma Co-op with their telephone number may request that they not be contacted for telephone fundraising purposes.

General Gift Acceptance Policies

1. Karma Co-op may accept gifts by living donors and legacy gifts (bequests or testamentary gifts that take effect upon the donor's death).

2. Karma Co-op will ensure that all online transactions occur through a safe, private, and secure system that protects the donor's personal information, and all donors will be provided access to the organization's privacy policy as posted on Karma's website.

3. Karma Co-op may accept the following types of contributions:

Cash

The organization may accept cash, cheques made payable to Karma Co-op, or electronic funds transferred in any amount. A donor may donate in a single transaction, or agree to contribute over a period of time mutually acceptable to the donor and Karma Co-op.

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 Karma Co-op's discretion. The donor is responsible for obtaining a qualified appraisal prior to completing the gift.

Life Insurance Policies

Karma may accept gifts of life insurance policies, provided that Karma Co-op and the donor reach a prior written agreement about arrangements for the payment of any required premiums.

Retirement Fund Proceeds

If Karma is named as a beneficiary, Karma may accept gifts of retirement funds provided that Karma and the donor have reached a prior written agreement.

Real Property

All proposed gifts of real estate must be evaluated and satisfy the due diligence requirements of Karma Co-op.

Stocks and Bonds

All proposed gifts of stocks and bonds must be evaluated and satisfy the due diligence requirements of Karma Co-op.

Ethical Guidelines

1. Karma Co-op reserves the right to refuse any proposed gift. Karma will not accept gifts that may cause damage to its reputation.
2. Gifts to Karma Co-op may not be directly or indirectly subjected by a donor to any material restriction or condition that would prevent the organization from freely and effectively employing the transferred assets, or the income derived there from, in furtherance of the co-op's mission.
3. Karma will not endorse any products or services of donors.
4. Karma does not accept donations from corporations that, in Karma's view, cause suffering to human beings or animals.
5. Karma will not use any unethical or unlawful techniques to solicit funds.
6. Karma will not accept donations if they are deemed to have originated from unethical or unlawful activities.
7. Karma will not bestow privileges to a donor who could have the ability to exercise, directly or indirectly, control or significant influence over the organization.
8. Karma will not provide a material benefit of any kind to donors.

Karma Co-op Sponsored Special Events Policy

1. Fundraising events sponsored by Karma Co-op must net at least 50% of gross income. A detailed budget must be prepared in advance and approved by the Board of Directors. Proceeds of Karma Co-op-sponsored events must support Karma Co-op's identified needs and be approved by the Board of Directors 6-12 months in advance of the special event.
2. Karma Co-op will provide clear communication to event guests with regards to the purposes of funds raised. Each Karma Co-op-sponsored event must be evaluated to determine if said special event offering is recommended for consideration as a future special event undertaking.

Donor Acknowledgements

1. All donors will receive timely and appropriate recognition of their gift. Within 14 days of donation receipt, every donor to Karma Co-op shall receive a formal acknowledgement and/

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or thank you letter and donation receipt. Donations of \$1000 or more will also receive a personal phone call from a Board member or the General Manager.

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

Changes to Karma's Donation Policy

The above policy has been reviewed and approved by Karma's Board of Directors. Karma's Board must approve any changes or amendments to this policy.

Date approved on: July 8, 2020

Recorded in the July 8, 2020 Board Meeting Minutes

Board President's/Treasurer's Name: Kristy van Beek, President, and Michael Paduada, Treasurer