



## Foundation Board and Volunteer Code of Conduct Policy

### **Mission**

The Colorado Mountain College Foundation (Foundation) builds sustainable community support for the needs and strategic priorities of Colorado Mountain College (College) and its students.

### **Purpose of the Policy**

This Fundraising Code of Conduct Policy articulates the ethics and values all individuals fundraising on behalf of the Foundation agree to uphold. This code applies to the Foundation Board of Directors, Foundation staff, contractual fundraisers and volunteers. The purpose of the code of conduct is to observe and promote the highest standards of personal and professional conduct to enhance the integrity of the Foundation and promote the utmost donor confidence. This policy is based on the code of ethics developed by the Association of Fundraising Professionals and Council for the Advancement and Support of Education.

### **Code of Conduct**

The Foundation is dedicated to the highest standards of ethical conduct in its fundraising activities and business operations. Foundation Board members, staff, consultants and volunteers represent the integrity of both the Foundation and the College as well as the fundraising profession. Hence, those fundraising on behalf of the Foundation agree to uphold the highest personal and professional conduct and to abide by the College's Policies and Procedures and the Foundation's Code of Conduct as outlined below.

In accordance with the standards set forth by the Association of Fundraising Professionals, the Foundation Board of Directors, Foundation staff, contractual fundraisers and volunteers:

1. Shall not engage in activities that harm the Foundation.
2. Shall not engage in activities that conflict with their fiduciary, ethical and legal obligations to the Foundation.
3. Shall effectively disclose all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety.
4. Shall not exploit any relationship with a donor or prospective donor.
5. Shall comply with all applicable local, state and federal civil and criminal laws.
6. Shall recognize their individual boundaries of competence and be forthcoming and truthful about their experience and qualifications.

Shall present and supply fundraising services honestly and without misrepresentation.

Shall refrain from knowingly infringing the intellectual property rights of the Foundation at all times. Individuals shall address and rectify any inadvertent infringement that may occur.

7. Shall protect the confidentiality of all privileged information relating to the Foundation, Colorado Mountain College and potential or actual donors and shall not disclose privileged or confidential information to unauthorized parties.
8. Shall adhere to the principle that all donor and prospect information created by, or on behalf of, the Foundation are the property of the Foundation and shall not be transferred or utilized except on behalf of the Foundation.
9. Shall return all materials and information to the Foundation upon completion of a campaign and/or conclusion of engagement..
10. Shall not accept personal gifts from donors, other than token gifts.
11. Commissions, contingent fees or fees based on percentage of funds raised are strictly prohibited.
12. Shall not pay finder's fees, commissions or percentage compensation based on contributions.
13. Shall take a donor-centric approach to all cultivation, solicitation and stewardship activity.

This code of conduct shall be included in the contract terms for all contractual fundraisers.

Violations of this code of conduct may constitute grounds for termination, suspension of payment or legal action for recovery of damages.

### **Changes to the code of conduct**

This code of conduct has been reviewed and approved by the Foundation Board of Directors. The Board must approve any changes to or deviations from this policy.

Approved on the 21 day of November, 2019

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Board of Director Signature

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Board of Director Printed Name

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Board of Director Signature Date

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CMCF Volunteer Signature

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CMCF Volunteer Printed Name

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CMCF Volunteer Signature Date