

SQUAM LAKES NATURAL SCIENCE CENTER STATEMENT OF ETHICAL FUNDRAISING PRINCIPLES

Adapted from documented principles of The Association of Fundraising Professionals (AFP)

The staff and trustees of the Squam Lakes Natural Science Center (hereafter referred to as The Science Center) embrace certain values that they strive to uphold in performing their responsibilities for generating philanthropic support.

WE ASPIRE TO:

- practice our profession with integrity, honesty, truthfulness and adherence to the absolute obligation to safeguard the public trust;
- act according to the highest standards and visions of our organization, profession and conscience;
- put philanthropic mission above personal gain;
- inspire others through our own sense of dedication and high purpose;
- improve our professional knowledge and skills, so that our performance will better serve others;
- demonstrate concern for the interests and well-being of individuals affected by our actions;
- value the privacy, freedom of choice and interests of all those affected by our actions;
- foster cultural diversity and pluralistic values, and treat all people with dignity and respect;
- affirm, through personal giving, a commitment to philanthropy and its role in society;
- adhere to the spirit as well as the letter of all applicable laws and regulations;
- advocate within our organizations, adherence to all applicable laws and regulations;
- avoid even the appearance of any criminal offense or professional misconduct;
- bring credit to the fundraising profession by our public demeanor;
- encourage colleagues to embrace and practice these ethical principles and standards of professional practice; and
- be aware of the codes of ethics promulgated by other professional organizations that serve philanthropy.

STANDARDS OF PROFESSIONAL FUNDRAISING PRACTICE

Furthermore, while striving to act according to the above values, we agree to abide by the AFP Standards of Professional Practice, which are adopted and incorporated into the AFP Code of Ethical Principles.

PROFESSIONAL OBLIGATIONS

Science Center staff and trustees shall:

1. not engage in activities that harm The Science Center, its clients, or profession.
2. not engage in activities that conflict with our fiduciary, ethical, and legal obligations to The Science Center and its clients.
3. effectively disclose all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety.
4. not exploit any relationship with a donor, prospect, volunteer, or employee to the benefit of The Science Center.
5. comply with all applicable local, state, provincial, and federal civil and criminal laws.
6. recognize their individual boundaries of competence and are forthcoming and truthful about their professional experience and qualifications.

SOLICITATION AND USE OF PHILANTHROPIC FUNDS

Science Center staff and trustees shall:

7. take care to ensure that all solicitation materials are accurate and correctly reflect The Science Center's mission and use of solicited funds.
8. take care to ensure that donors receive informed, accurate, and ethical advice about the value and tax implications of potential contributions.
9. take care to ensure that contributions are used in accordance with donors' intentions.
10. take care to ensure proper stewardship of philanthropic contributions, including timely reports on the use and management of such funds.
11. obtain explicit consent by donors before altering the conditions of contributions.

PRESENTATION OF INFORMATION

Science Center staff and trustees shall:

12. not disclose privileged or confidential information to unauthorized parties.
13. adhere to the principle that all donor and prospect information created by, or on behalf of, The Science Center is the property of The Science Center and shall not be transferred or utilized except on behalf of The Science Center.
14. not sell, rent or exchange donor lists with other organizations.
15. use accurate and consistent accounting methods -- when stating fundraising results -- that conform to the appropriate guidelines adopted by the American Institute of Certified Public Accountants (AICPA)

COMPENSATION

Science Center staff and trustees shall:

16. not accept compensation that is based on a percentage of contributions; nor shall we accept finder's fees.
17. may accept performance-based compensation, such as bonuses, provided such bonuses are in accord with prevailing practices of The Science Center personnel policy, and are not based on a percentage of contributions.
18. not pay finder's fees, or commissions or percentage compensation based on contributions.