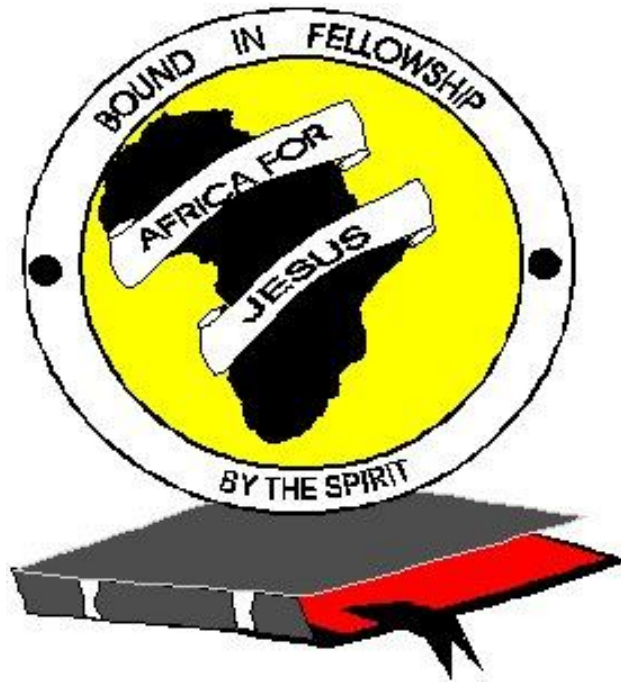


# ASSEMBLIES OF GOD



## EASTERN REEF REGIONAL CENTRE PROJECT: EXTERNAL FUNDRAISING POLICY

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**JANUARY 2012**

# **The Eastern Reef Regional Centre Project:**

## **External Fundraising Policy**

### **1. INTRODUCTION**

- 1.1 The Eastern Reef Region of the Assemblies of God Movement has launched a project to build a regional centre which its purpose is to address regional capacity. This project requires extensive funding to allow the regional centre to be of state of the art and serve its purpose and objectives fully.
- 1.2 To achieve its objectives, the Eastern Reef Regional Centre Project Committee (ERRCPC) seeks different sources of funding – cash contributions, in kind contributions, grants, sponsorships and legacies – from individuals, public institutions, companies, foundations and other entities that share a commitment to the ERRCPC vision and mission.
- 1.3 The ERRCPC subscribes to values and principles enshrined in the Word of God which among others include transparency, fairness, honesty, selflessness, integrity, accountability and ethical conduct.
- 1.4 All processes undertaken by the ERRCPC and on its behalf by those delegated with responsibility, authority and duty shall be discharged in full compliance with these values and principles at all times.
- 1.5 In the quest of achieving the above responsibility, the ERRCPC has developed a comprehensive funding strategy to achieve the extensive funding requirements of the project.

- 1.6 This policy sets out guidelines and processes to deal with fundraising by individual members of the church from external funders or sources.

## **2. AIM AND PURPOSE OF THE POLICY**

This policy aims to provide guidelines to the efforts and initiatives of members of the Assemblies of God Movement (AoGM) in soliciting support in funds, solely for the purposes of constructing the Assemblies of God Eastern Reef Regional Centre, from respective funders. This also includes members of the ERRCP.

## **3. BROAD OBJECTIVES OF THIS POLICY**

This policy seeks to achieve the following objectives:

- 3.1 Raise funds from external sources or funders.
- 3.2 Provide an incentive to Fundraisers who are able to successfully raise funds in accordance with the provisions of this policy.
- 3.3 Regulate the process of fundraising.
- 3.4 Provide a coordinated system to ensure effectiveness and efficiency of the process.
- 3.5 Prevent and eliminate possibilities of conflict of interest and corruption of the system.
- 3.6 Promote transparency in the entire process.

#### **4. DEFINITION OF EXTERNAL FUNDERS OR SOURCES**

In terms of this policy “external funders or sources” refers to individuals or organizations or entities either linked or not linked to the AoGM with the exclusion of structures listed below as the stakeholders in the Project. The stakeholders include the following Assemblies of God Eastern Reef Structures:

- 4.1 The Gauteng District Council and/or its successors in title
- 4.2 The Men’s Organisation
- 4.3 The Mothers’ Organisation
- 4.4 The Sisters’ Organisation
- 4.5 The Youth Organisation
- 4.6 The Sunday School Organisation
- 4.7 The Local Churches

Special exclusion is also made to the AoGM Executive or AoGM Head Office.

Where individuals are involved and are members of the AoGM within the Eastern Reef Region, such individuals will first be responsible to satisfy the individual contributions as set by the ERRCP and any pledges that may have been pledged by such individuals towards the work of the Centre Project.

#### **5. THE CONDUCT OF CONDUCT FOR FUNDRAISERS**

Fundraisers are required to subject themselves to the Code of Conduct and Fundraising Agreement of the Project for this purpose. In addition to the latter compliance such members are still bound by the general policies and statutes of the AoGM.

## **6. THE FUNDRAISING PROCESS**

- 6.1 Prospective Fundraisers are required to approach the ERRCP with a declaration of their intent to be involved in raising funds for the project.
- 6.2 Such members will undergo a brief interview with the ERRCP.
- 6.3 Once the ERRCP is satisfied with the member, the Code of Conduct and Agreement will be issued to the member to read, sign and return to the ERRCP.
- 6.4 The concerned member will then be issued with the fully signed copies of Code of Conduct and Agreement for his/her records.
- 6.5 The member will further be issued with a marketing pack (to include an electronic and 3 hard copies of the Project Profile, letter of authority, copy of policy and **commitment to donate**) to back their fundraising activities.
- 6.6 When a funding deal is clinched the member shall advise the ERRCP about such a deal and arrange for the designated ERRCP functionary to sign the **commitment to donate**.
- 6.7 The ultimate responsibility in respect of the acceptance and refusal of donations rests with the ERRCP, based on an objective and careful consideration of the evidence available to the ERRCP, whether the Project's interests will be better served by accepting or refusing the donation and to act accordingly;**
- 6.8 After commitment to donate has been signed, the funds shall be deposited in the ERRCP bank account as reflected on the **commitment to donate**.

- 6.9 Once the ERRCP has confirmed deposit of the funds in the bank account or received the **commitment to donate**, the ERRCP will issue an acknowledgement letter to the funder in a timely manner.
- 6.10 Within 21 (twenty one) days of confirmation of receipt of the funds, the ERRCP will pay the commission due to the member that was the effective cause of the deal.
- 6.11 The funder's details will be kept on the ERRCP database for further communication on project updates.

## **7. THE INCENTIVE SCHEME**

- 7.1 Eligible members, being members that have subscribe to the Code of Conduct and have signed the Engagement Agreement, will be incentivized to raise funds for the Project.
- 7.2 The relationship between the Fundraiser and the ERRCP is that of an independent volunteer and benefactor.**
- 7.3 The incentive will be in the form of a commission which will be **10% (ten percent)** of the gross amount deposited in the Project account. **The minimum commission payable to any Fundraiser will be in respect of the R1 000 (one thousand rands) raised.**
- 7.4 All donation received from the funders shall under no circumstances be deposited in any personal member's account or paid by the funder or source in cash to the member.

7.5 It is the member's sole responsibility to declare and pay the necessary taxes due to the South African Receiver of Revenue in relation to the commission received from the ERRCP.

Approved and adopted at ..... on .....

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Lesiba Rufus Ledwaba  
(Chairperson)

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Solomzi Civics Butshingi  
(Secretary)

**WITNESSES:**

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