



Ethical Standards

JUNE 2019

Ethical standards and principles are the foundation for maintaining donor and public trust.

Our commitment is to promote high ethical standards in our fundraising practices, and to preserve and enhance philanthropy and volunteerism.

All City of Fort Collins and City Give staff, campaign volunteers, and external fundraisers, will:

- Not engage in activities that conflict with the City's fiduciary, ethical, and legal obligations to the public, donors or community partners.
- Comply with all applicable local, state, federal, civil, and criminal laws.
- Effectively disclose all potential and actual conflicts of interest.
- Ensure that all solicitation and communication materials are accurate and correctly reflect the City's mission, campaign budget and goals, and use of solicited funds.
- Ensure contributions are used in accordance with donors' intentions.
- Not exploit any relationship with a donor, prospect, volunteer, client, or employee for the benefit of the City.
- Recognize their individual boundaries of professional competence.
- Present and provide solicitations honestly and without misrepresentation.
- Not engage in activities that harm the City's reputation, staff, and/or community partners.
- Ensure that donors receive informed, accurate, and ethical advice about the value and tax implications of contributions.
- Ensure proper stewardship of all revenue sources, including timely reports on the use and management of such funds.
- Obtain explicit consent by donors before altering the conditions of financial transactions.
- Protect the confidentiality of all privileged information relating to philanthropic relationships.
- Not disclose privileged or confidential information to unauthorized parties.
- Adhere to the principle that all donor and prospect information created by, or on behalf of, the City is the property of the City.
- When stating fundraising results, use accurate and consistent accounting methods that conform to the City's financial policy and guidelines.
- Not accept compensation or enter into a contract that is based on a percentage of contributions; nor accept finder's or contingent fees. Nor pay finder's fees, commissions, or percentage compensation based on contributions.