

<b>Name of Policy</b>	<b>Ethical Fundraising and Donations Policy</b>		
<b>Date Ratified</b>	26/11/25	<b>Next Review Date:</b>	26/05/26
<b>Version No.</b>	<b>Date</b>	<b>Changed by</b>	<b>Nature of amendment</b>
1	July 2023	PASC	First issue
2	November 2025	Erika Hamilton	Revision to include ethics

## Scope

This policy applies to:

Employees	Directors	Officers	Contractors (including employees of contractors)	Volunteers	Suppliers	Consultants
✓	✓	✓	✓	✓		✓

## 1. Purpose

The Ethical Fundraising and Donation Policy outlines ALEC’s commitment to ensuring all fundraising activities are lawful, transparent, and aligned with ALEC’s mission and values. It defines clear processes to manage fundraising responsibly and ensures funds are collected, managed, and reported ethically. The policy also provides guidance on how ALEC protects donor interests, maintains public trust, and meets its obligations under relevant laws and best practices.

All fundraising activities will directly support ALEC’s mission to protect and restore arid lands, promote sustainable living, and advocate for environmental change.

## 2. Scope

This policy applies to all ALEC employees, volunteers, board members, and third parties engaged to undertake fundraising activities (including contractors and individuals running fundraisers) on behalf of ALEC.

The policy covers all financial contributions, bequests, sponsorships, grants, and in-kind donations received by ALEC. It extends to both formal and informal fundraising initiatives, including events, campaigns, and digital fundraising activities.

## 3. Definitions

Term	Definition
Donation	A voluntary gift of money or property provided without expectation of material benefit.
Donor	Any individual, organisation, or group that provides financial or in-kind support to ALEC.
Fundraising Activity	Any event, campaign, or strategy designed to solicit donations or financial support for ALEC.
Bequest	A donation made through a will or estate planning process.
In-Kind Donation	Non-monetary contributions such as equipment, services, or resources that support ALEC’s environmental activities.

## 4. Policy Statement

Ethical fundraising is fundamental to ALEC's commitment to accountability, transparency, and public trust. ALEC is dedicated to ensuring all fundraising practices are conducted in a manner that reflects its values and charitable purpose.

Fundraising activities must be lawful, respectful, and carried out with integrity to uphold the confidence of donors and the wider community. ALEC does not permit fundraising practices that involve deception, undue pressure, or misleading information.

Collaboration is an important value of ALEC's which extends to fundraising. ALEC may collaborate with its partners to fundraise for a campaign (ie. joining forces with a local ranger group to fundraise for a buffel grass report) to help increase campaign reach and engage with its stakeholders. These collaborations will be assessed on an individual basis to ensure:

- Any collaborative fundraiser meets the requirements of this policy
- The collaborative organisation is a registered charity with DGR1 status
- Clear expectations agreed on fundraising efforts, goals, and the allocation of funds are determined prior to campaign commencement and shared with both parties.

ALEC will maintain clear financial records to demonstrate the appropriate use of funds and will provide accessible information about the impact of donations.

Fundraising materials, public communications, and donor engagement will be transparent, ensuring individuals have the information they need to make informed decisions. ALEC will always respect the privacy and preferences of donors and provide appropriate channels for inquiries, concerns, or complaints related to fundraising activities.

ALEC's Board and leadership will oversee fundraising practices to ensure they meet ethical standards and comply with all relevant laws, regulations, and governance standards.

## 5. Compliance with Regulations and Legal

ALEC is committed to ensuring all fundraising activities adhere to Australian regulations and best practices.

ALEC's fundraising practices will comply with the following key requirements:

- **Australian Charities and Not-for-profits Commission (ACNC) Governance Standards:** ALEC will ensure all fundraising activities align with its charitable purpose and comply with ACNC expectations for lawful and transparent conduct.
- **Associations Act 2003 (NT):** ALEC will meet NT specific obligations relating to record keeping, financial reporting, and proper handling of charitable donations.

- **Australian Consumer Law (ACL):** ALEC will ensure fundraising materials are truthful, transparent, and free from deceptive or misleading claims.
- **Fundraising Code of Practice (Fundraising Institute of Australia - FIA):** Whilst not law, ALEC aims to align to FIA principles by:
  - Avoiding intrusive fundraising tactics or uninvited solicitations.
  - Ensuring public representations are clear, accurate, and reflect the intended use of funds.
- **Privacy Act 1988 (Cth):** ALEC will manage donor information securely and ensure privacy obligations are met when collecting and using donor information.
- **National Fundraising Principles:** ALEC will aim to align with these principles to ensure fundraising is conducted in a way that protects public trust and confidence.

## 6. Fundraising Practices

ALEC's fundraising practices will align with its mission and values.

All activities will be:

- **Planned and Targeted:** ALEC will develop clear fundraising strategies with defined objectives, ensuring they are relevant to donor interests and aligned with ALEC's mission.
- **Engagement Focused:** ALEC will communicate with donors clearly and respectfully, sharing information about how funds will be used to support ALEC's environmental goals.
- **Transparent:** ALEC will ensure financial reporting clearly outlines how funds are raised and spent, ensuring transparency and accountability.
- **Environmentally Conscious:** Where possible, fundraising activities will minimise environmental impact, including reducing waste in events, marketing materials, and digital campaigns.
- **Aligned with Community Values:** ALEC will prioritise building relationships that align with the cultural, social, and environmental values of the regions it serves.

## 7. Donations

ALEC welcomes donations that align with its mission, values, and strategic objectives. Donations may be financial, in-kind, bequests, or sponsorships. However, ALEC reserves the right to respectfully decline any donation that conflicts with its position statements, compromises its independence, or presents a reputational risk.

Donations will not be accepted from individuals, groups, or businesses known to engage in unlawful, unethical, or harmful practices. Any contribution associated with criminal activity, exploitative behaviour, or industries that conflict with ALEC's purpose will be declined.

ALEC will not accept donations that come with conditions which limit its ability to act independently, require endorsement of a product, service, or political position, or direct ALEC to act against its stated purpose and values. While ALEC is committed to honouring donor intent where possible, donors may not determine how funds are allocated. All donations will be used in ways that best support ALEC's mission and priorities.

Anonymous donations will be assessed for risk prior to acceptance, and ALEC will ensure compliance with relevant financial reporting obligations.

If a fundraising campaign is launched to fund a particular cause (ie. launching a campaign to stop an invasive species) and it exceeds the financial goal, any additional funds raised may be directed towards other campaigns at ALEC's discretion. All donations will be recorded in ALEC's financial management system and managed in a transparent and accountable manner.

## 8. Donor Refunds

ALEC recognises that errors may occur when processing donations. Donors may request refunds under the following circumstances:

- Errors in processing a donation (e.g. incorrect amount entered).
- Duplicate donations.
- Unauthorised transactions.

Refund requests must be made in writing and include the donor's name, transaction details, and the reason for the request. ALEC reserves the right to review all refund requests. Refunds will be processed via the original payment method to ensure financial accountability.

## 9. Breach of Policy

Any breach of this policy may result in disciplinary action, including termination of employment, volunteering agreements, or third-party contracts. ALEC may report serious breaches or suspected criminal conduct to law enforcement or regulatory authorities where required.

## 10. Related Documents

- ALEC Code of Conduct
- ALEC Communications Policy
- *Associations Act 2003 (NT)*
- Australian Charities and Not-for-profits Commission (ACNC) Governance Standards
- Fundraising Code of Practice (Fundraising Institute of Australia)