

All fundraising solicitations by or on behalf of our Foundation will disclose our full legal name and the purposes for which funds are requested.

Printed solicitations (however transmitted) will also include our address or other contact information. Contributors and prospective contributors are entitled to:

- Receive our most recent annual report and audited financial statements as approved by the governing board and membership
- Our charitable registration number (BN) as assigned by Canada Customs and Revenue Agency (#. 10686 6718 RR0001)
- Any information contained in the public portion of our most recent Charity Information Return (Form T3010)
- A list of the names of the members of the governing board
- A copy of this Donation Stewardship Policy

Know, upon request, whether an individual soliciting funds on our behalf is a volunteer, an employee or a fundraising consultant. A respect of privacy, including their right to remain anonymous, unless information must be released by law. Contributors have the right to receive a copy of their own contribution record, and to challenge its accuracy. The contributor list will not be exchanged, rented or otherwise shared with other organizations.

Contributors and prospective contributors will be treated with respect. Every effort will be made to honour their request to:

- Limit the frequency of solicitations
- Not be solicited by telephone or other electronic technology
- Receive printed material concerning our specific fundraising appeals

The Foundation will respond promptly to a complaint by a contributor or prospective contributor about any matter that is addressed in this Policy. A designated staff member or volunteer will attempt to satisfy the complainant's concerns in the first instance. A complainant who remains dissatisfied will be informed that he/she may appeal in writing to our governing board or its designate and will be advised in writing of the disposition of the appeal.

