
Standards of Practice

The Charitable Fund-raising Act

September 2003

This information sheet is intended to provide general information and is not a substitute for legal advice.

In 1999, the Minister established Standards of Practice relating to fund-raising carried out by charitable organizations and fund-raising businesses. Fund-raisers must comply with these eight Standards or the Minister may suspend or cancel their registration or licence.

Principals, directors, and employees of charitable organizations and fund-raising businesses must follow these Standards.

1. Charitable organizations and fund-raising businesses must comply with all relevant municipal, provincial, and federal laws.
2. Charitable organizations and fund-raising businesses must advocate, within the organization, adherence to all applicable laws and Standards of Practice.
3. The principals, directors, managers and employees of charitable organizations and fund-raising businesses that must comply with these Standards must effectively disclose to their organization all conflicts of interest and all situations that might be perceived as a conflict of interest.
4. Charitable organizations and fund-raising businesses must give donors the opportunity to have their names removed from lists that are sold, rented, or exchanged with other organizations.
5. Charitable organizations and fund-raising businesses must not disclose any personal and confidential information about donors or prospective donors outside the work environment, and within the work environment only as appropriate.
6. Charitable organizations must, to the best of their ability, ensure that contributions are used in accordance with donors' intentions and obtain the explicit consent of a donor or the donor's representative before altering conditions of a gift.
7. Charitable organizations must use accurate and consistent accounting methods that conform to the appropriate guidelines adopted by the Canadian Institute of Chartered Accountants (CICA).

**For more
information**

8. Charitable organizations and fund-raising businesses must not take unfair advantage of a donor or prospective donor for their own advantage or benefit.

Forms and instructions for registering a charitable organization and licensing a fund-raising business are available on the Government Services Web site at www.gov.ab.ca/gs.

All inquiries can be directed to:

Alberta Government Services
Consumer Services Branch
Phone: Edmonton (780) 427-4088
Toll-free in Alberta: 1-877-427-4088