

How to join the Ethical Code Program

To participate in the Ethical Code Program, charities must commit to the guidelines in the Ethical Code and submit the following:

- 1. The Ethical Code Program application form, completed and signed by a representative of your board of directors and your Executive Director/CEO.**
- 2. The minutes of the meeting at which your board of directors adopted the Ethical Code.**

To become an Ethical Code Program participant, your board of directors must pass a motion to participate as a formal resolution. The following text is example of the kind of resolution required.

"[Name of charity] hereby adopts Imagine Canada's Ethical Fundraising and Financial Accountability Code as its policy. In so doing, members of the board of directors commit to being responsible custodians of donated funds, to exercise due care concerning the governance of fundraising and financial reporting, and to ensure to the best of their ability that the organization adheres to the provisions of the Code. It is hereby confirmed that each member of the board of directors has received a copy of the Ethical Fundraising & Financial Accountability Code and that a copy will also be provided to each person who is subsequently elected."

- 3. A copy of your most recent annual financial statements and annual report.**

Applicants must submit a copy of either their most recent audited financial statements or annual financial report/statement. If the charity produces an annual report, please include a copy in the application package as well.

- 4. A copy of your most recent T3010A filing.**

All charities must submit an annual report to the Charities Directorate of the Canada Revenue Agency, referred to as the T3010A filing or the *Registered Charity Information Return*. A copy of this form must be included in your application package.

- 5. Two signed copies of the licence agreement to access the trustmark.**

The Ethical Code Program Licence Agreement is a legal agreement between Imagine Canada and your charity which gives you full usage of the Ethical Code trustmark. A signing authority for your charity should sign two copies of the licence agreement (please complete the box on the left side of page three of the agreement only). A representative from Imagine Canada will sign the agreement as well and an original will be returned to you once your application has been approved.

- 6. A two-year participation fee based on annual revenue from fundraising and earned income.**

The fee to participate in the Ethical Code Program is based on your *annual* revenue from fundraising and earned income. The fee covers two years of participation in the Ethical Code Program. Fundraising revenue includes grants from non-government sources, donations, cause marketing, and sponsorships. Earned income includes contracts, fee for service, membership and admissions revenue, endowment revenue and sales. Group rates are available – please contact Imagine Canada for more information.