

ITC Office of Institutional Advancement

CODE OF ETHICS

The Office of Institutional Advancement (OIA) has a special duty to observe the highest standards of personal and professional conduct as they strive to establish and sustain relationships for the purpose of garnering private support to advance ITC's mission. In so doing, they respect all individuals without regard to race, color, marital status, sex or sexual orientation, creed, ethnic or national identity, handicap and age.

In all of their activities, OIA staff seeks to advance the fundraising profession and culture at ITC and beyond.

In general, they:

- put the philanthropic mission of the Center above personal gain
- do not solicit or accept favors for the Center where a higher public interest would be served
- inspire others with their dedication and high purpose
- affirm, through their professional practices, a commitment to philanthropy and its role in society
- avoid actual or apparent conflicts of interest and, if in doubt, seek guidance from appropriate authorities
- follow the letter and spirit of laws and regulations affecting philanthropy

Specifically, OIA staff:

- adhere to this Code of Ethics in all actions and activities undertaken on behalf of ITC
- adhere to the highest standards of professional fundraising, utilizing procedures, events and campaigns that reflect the highest integrity
- embrace their Donor Bill of Rights
- neither sell nor exchange lists of donor names with any other agency or enterprise, (non-profit or commercial) without the expressed consent of the donor(s)
- strive to minimize all operational costs; monitor and minimize the cost of raising a dollar in their various fundraising programs
- adhere to their *Gift Counting Standards* and *Gift Acceptance Guidelines*; expect the Center's financial statements to be audited annually by an outside agency
- comply with any and all Internal Revenue Service requirements governing non-profit fundraising; furnish audited financial statements and Internal Revenue Service Form 990 to prospective donors and donors upon request
- strive to recognize and show appreciation to all donors for their investment in Center programs, faculty and students; but follow Internal Revenue Service guidelines and their *Donor Stewardship Guidelines* in all donor recognition and appreciation efforts
- honor any donor desire for anonymity