

*The Benedictine Sisters of Pittsburgh wish to express our utmost gratitude to those who have so generously contributed to our Annual and other appeals over the last 12 months. Every effort has been made to ensure the accuracy of those listed. If we have not listed your name correctly and/or excluded an individual, please call Elizabeth Tamburri (724) 502-2597.*



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## Code of Stewardship and Ethics

National Catholic Development Conference | NCDC / Accountability / Code of Stewardship and Ethics

### Preamble

We, the members of the National Catholic Development Conference, respond to Christ's invitation to build the kingdom. We hold sacred the trust established between the donors and the mission they choose to support.

Inspired by the Gospel call to stewardship, we serve the Church by respecting the hallowed ground on which donors and the mission meet. As trustees of what literally belongs to God, we strive for the highest ethical standards.

As disciples called to serve all of God's people, we are accountable and responsible to religious authority, to donors and to the mission. We believe, above all else, that the Gospel values of human dignity and worth need generous space to flourish and grow.

### Pledge and Promise

Therefore, the members of the National Catholic Development Conference pledge to embrace these precepts and values. We promise:

- **Fidelity** to the principles of stewardship and the gospel mandate to make a return to God for all the goodness we have received and to encourage and assist donors in their call to share their blessings.
- **Integrity** of mission so that requests for donations are in keeping with the charism and mission of the organization.
- **Loyalty** to those who benefit from the ministry of the organization for which funds are raised and respect for their personal dignity.
- **Trustworthiness and respect** for donor intent in assuring that donations are used for the purpose expressed.
- **Loyalty** to donors by respecting their choice to remain anonymous and/or to restrict the use of their personal information.
- **Respect for authority** by seeking approval from the appropriate religious authority for all fundraising and development activities.
- **Honesty** in dealing with vendors, consultants and corporate partners so that ethical business relationships are maintained.
- **Fairness and truthfulness** in relationships such that no member shall enter into any arrangement or contract involving payment in the form of a percentage or commission on funds raised.
- **Accountability** to the appropriate religious authority by regular communication on activities, goals and fundraising methods.
- **Transparency** and disclosure in financial matters.
  - The organization will ensure sound internal control by appropriately segregating functions, particularly the duties of solicitation, collection, accounting and investment.
  - The development office will not be in a position of seeking donations beyond the defined needs of the organization.
  - The development office will respect the value of truthfulness by accurate and timely reporting to state, federal and canonical authorities and to donors upon request.



## The Donor Bill of Rights

National Catholic Development Conference | NCDC / Accountability / The Donor Bill of Rights

*Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:*

- To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- To have access to the organization's most recent financial statements.
- To be assured their gifts will be used for the purposes for which they were given.
- To receive appropriate acknowledgement and recognition.
- To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

### Developed by

- American Association of Fund Raising Counsel (AAFRC)
- Association of Fund Raising Professionals (AFP)
- Association for Healthcare Philanthropy (AHP)
- Council for Advancement and Support of Education (CASE)

### Endorsed by

- Independent Sector
- National Catholic Development Conference (NCDC)
- National Committee on Planned Giving (NCPG)
- National Council for Resource Development (NCRD)
- United Way of America