



Philadelphia Home and School Council
Families supporting Philadelphia schools since 1897

Code of Ethics Policy and Principles

Philadelphia Home and School Council Code of Ethical Principles

The Philadelphia Home and School Council exists to promote the development and growth of fundraising professionals and the profession, to promote high ethical behavior in the fundraising profession and to preserve and enhance philanthropy and volunteerism.

Members of the Philadelphia Home and School Council are motivated by an inner drive to improve the quality of life for children and families through the causes they serve. They serve the ideal of philanthropy, are committed to the preservation and enhancement of volunteerism; and hold stewardship of these concepts as the overriding direction of their professional life. They recognize their responsibility to ensure that needed resources are vigorously and ethically sought and that the intent of the donor is honestly fulfilled.

To these ends, Philadelphia Home and School Council members, both individual and Associations, embrace certain values that they strive to uphold in performing their responsibilities for generating philanthropic support. The Philadelphia Home and School Council members strive to promote and protect the work and mission of their organizations.

Philadelphia Home and School Council Associations and Officers members both aspire to:

- Practice with integrity, honesty, truthfulness and adherence to the absolute obligation to safeguard the public trust;
 - Act according to the highest goals and visions of their organizations, titles, parents and stakeholders;
 - Put philanthropic mission above personal gain;
 - Inspire others through their own sense of dedication and high purpose;
 - Improve their knowledge and skills, so that their performance will better serve others;
 - Demonstrate concern for the interests and well-being of individuals affected by their actions;
 - Value the privacy, freedom of choice and interests of all those affected by their actions;
 - Foster cultural diversity and pluralistic values and treat all people with dignity and respect;
 - Affirm, through personal giving, a commitment to philanthropy and its role in society;
 - Adhere to all applicable laws and regulations;
 - Advocate within their organizations and school community
 - Avoid even the appearance of any criminal offense or professional misconduct
 - Encourage colleagues to embrace and practice these ethical principles and standards; and
 - Be aware of the codes of ethics promulgated by other professional organizations that serve philanthropy.
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ETHICAL STANDARDS

PUBLIC TRUST, TRANSPARENCY & CONFLICTS OF INTEREST

Members shall:

1. not engage in activities that harm the members' organizations, officers or parent stakeholders or knowingly bring the profession into disrepute.
2. not engage in activities that conflict with their fiduciary, ethical and legal obligations to their organizations, parent stakeholders or position.
3. effectively disclose all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety.
4. not exploit any relationship with a donor, prospect, volunteer for the benefit of the members or the members' organizations.
5. comply with all applicable local, state, federal laws.
6. recognize their individual boundaries of professional competence.
7. present and supply products and/or services honestly and without misrepresentation.
8. never knowingly infringe the intellectual property rights of other parties.
9. protect the confidentiality of all privileged information relating to the organization relationships.

SOLICITATION & STEWARDSHIP OF PHILANTHROPIC FUNDS

Members shall:

1. ensure that all solicitation and communication materials are accurate and correctly reflect their associations/organization's mission and use of solicited funds.
2. ensure that donors receive informed, accurate and ethical information about the value and tax implications of contributions.
3. ensure that contributions are used in accordance with donors' intentions.
4. ensure proper stewardship of all revenue sources, including timely reports on the use and management of such funds.
5. obtain explicit consent by donors before altering the conditions of financial transactions.

TREATMENT OF CONFIDENTIAL & PROPRIETARY INFORMATION

Members shall:

1. not disclose privileged or confidential information to unauthorized parties.
2. give donors and parent stakeholders the opportunity to have their names removed from lists once a new executive board has been elected.
3. when stating fundraising results, use accurate and consistent accounting methods that conform to the relevant guidelines.

COMPENSATION, BONUSES & FINDER'S FEES

Members shall:

1. not accept compensation or enter into a contract that is based on a percentage of contributions; nor shall members accept finder's fees or contingent fees.
2. Not be permitted to accept performance-based compensation, such as bonuses

3. neither offer nor accept payments or special considerations for the purpose of influencing the selection of products or services.
4. not pay finder's fees, commissions or percentage compensation based on contributions.
5. meet the legal requirements for the disbursement of funds if they receive funds on behalf of a donor or parent stakeholder.

The Code of Ethics

I. Personal and Professional Integrity

- All board members and volunteers of the organization act with honesty, integrity and openness in all their dealings as representatives of the organization. The organization promotes a working environment that values respect, fairness and integrity.

II. Mission

- The Philadelphia Home and School Council has a clearly stated mission and purpose, approved by the Executive Board, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of the organization understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by the organization and of value to the society at large.

III. Governance

- The Philadelphia Home and School Council has an active governing body that is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of the organization.

The governing body shall:

1. Ensures that its board members and/or Home and School Associations have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of the organization and its public purpose;
2. Has a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means; and
3. Is responsible for the election process, removal, and regular review of the performance of the President
4. Ensures that the President and appropriate Officers provide the governing body with timely and comprehensive information so that the governing body can effectively carry out its duties;
5. Ensures that the Philadelphia Home and School Council conducts all transactions and dealings with integrity and honesty;
6. Ensures that the organization promotes working relationships with board members, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;
7. Ensures that the Philadelphia Home and School Council is fair and inclusive in its election policies and practices for all Executive Board and Home and School Association positions;
8. Ensures that the policies of the organization are in writing, clearly articulated and officially adopted;
9. Ensures that the resources of the organization are responsibly and prudently managed; and,
10. Ensures that the organization has the capacity to carry out its programs effectively.

IV. Legal Compliance

- The organization is knowledgeable of and complies with all laws, regulations and applicable international conventions.

V. Responsible Stewardship

- The Philadelphia Home and School Council and its Associations manage their funds responsibly and prudently. This should include the following considerations:
 1. It spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
 2. It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
 3. Organization ensure that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and,
 4. All financial reports are factually accurate and complete in all material respects.

VI. Openness and Disclosure

- The Philadelphia Home and School Council will provide comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about the organization will fully and honestly reflect the policies and practices of the organization. Basic informational data about the organization, such as the Form 990, reviews and compilations, and audited financial statements will be posted on the organization's website or otherwise available to the public. All solicitation materials accurately represent the organization's policies and practices and will reflect the dignity of program beneficiaries. All financial, organizational, and program reports will be complete and accurate in all material respects.

VII. Organization Evaluation

- The Philadelphia Home and School Council regularly reviews the mission and organizational effectiveness. The organization is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

VIII. Inclusiveness and Diversity

- The organization has a policy of promoting inclusiveness and its Executive Board and Home and School Associations reflect diversity in order to enrich its programmatic effectiveness. The organization takes meaningful steps to promote inclusiveness in its election, retention, board recruitment and constituencies served.

IX. Fundraising

- The Philadelphia Home and School Council and member Home and School Associations ensure that the funds raised from the public or from donor institutions are truthful in their solicitation materials. The organization respects the privacy concerns of individual donors and expend funds consistent with donor intent. The organization discloses important and relevant information to potential donors.

In raising funds from the public, organizations will respect the rights of donors, as follows:

1. To be informed of the mission of the organization, the way the resources will be used and their capacity to use donations effectively for their intended purposes;
2. 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;
3. To have access to the organization's most recent financial reports;

4. To be assured their gifts will be used for the purposes for which they were given;
5. To receive appropriate acknowledgement and recognition;
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature;
8. To be informed whether those seeking donations are volunteers or hired solicitors;
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share; and,
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers

X. Grantmaker/Award Guidelines

- (When applicable) Philadelphia Home and School Council have particular responsibilities in carrying out their missions.

These include the following:

1. Philadelphia Home and School Council will have constructive relations with grantseekers based on mutual respect and shared goals;
2. Philadelphia Home and School Council will communicate clearly and on a timely basis with potential grantees;
3. Philadelphia Home and School Council will treat grantseekers and grantees fairly and with respect;
4. Philadelphia Home and School Council will respect the expertise of grantseekers in their fields of knowledge;
5. Philadelphia Home and School Council will seek to understand and respect its own organizational capacity and capabilities