NONPROFIT RESOURCE
Sources FOR NONPROFIT POLICIES

Following is a list of sources for examples of nonprofit policies. Nonprofits may select "templates" from sites on this list and add or modify existing policies to fit their organization's needs. This document covers five key areas, in addition to necessary personnel policies.

NONPROFIT POLICIES

Financial—governs the investment of the organization's assets, internal control procedures, and purchasing practices.

ECFA SAMPLE CREDIT CARD POLICIES AND PROCEDURES
www.ecfa.org/KnowledgeCenter.aspx, choose "Finances, Accounting" and "Nonprofits"

ECFA INVESTMENT POLICIES
www.ecfa.org/KnowledgeCenter.aspx, choose "Finances, Accounting" and "Nonprofits"

FUNDSVCS.ORG SAMPLE NONPROFIT INVESTMENT POLICY
www.fundsvcs.org; click on "Downloads," then "Institution-Specific Documents," then "General/Comprehensive Policies & Procedures," then "Nonprofit Investment Policy Sample"

MONTANA NONPROFIT ASSOCIATION FINANCIAL POLICIES AND PROCEDURES
www.mtnonprofit.org; click on "Resource Center," then "Principles and Practices," then "Financial Management"

Fundraising—governs the acceptance and disposition of charitable gifts that are received in the course of regular fundraising activities; includes such topics as the purposes for which donations will be accepted, the type of property that will be accepted, and other related topics.

COLORADO GIFT ACCEPTANCE POLICY
www.coloradononprofits.org/GiftAcceptancePolicy.pdf

ECFA CONTRIBUTION POLICY
www.ecfa.org/KnowledgeCenter.aspx, choose "Fundraising" and "Nonprofits"

ECFA ENDOWMENT POLICY
www.ecfa.org/KnowledgeCenter.aspx, choose "Fundraising" and "Nonprofits"

NONPROFIT RISK MANAGEMENT CENTER GIFT ACCEPTANCE POLICY
www.nonprofitrisk.org, click "Library," then "Articles," then "Resolve to be a Risk-Aware Nonprofit"

Governance—directs the conduct of the board to include, at a minimum:
- ✓ Meeting attendance and participation of board members at board meetings, including a process to address noncompliance
- ✓ The requirement that written meeting minutes reflecting the actions of the board and any committee meetings are maintained and distributed to board members

ECFA BOARD ETHICS POLICY
www.ecfa.org/KnowledgeCenter.aspx, choose "Policies, Procedures, Forms" and "Nonprofits"

NORTH CAROLINA CENTER FOR NONPROFITS TERM LIMITS, ATTENDANCE POLICY, AND CONFIDENTIALITY
www.ncnonprofits.org/faq/bdsampol.pdf

Privacy—protects the confidentiality of personal information obtained in the course of nonprofit operations.

ECFA DONOR PRIVACY POLICY
www.ecfa.org/Content/Donor-Privacy

INTERNATIONAL AID DONOR PRIVACY POLICY
www.internationalaid.org/Donor_Privacy.html

Security—addresses the protection and preservation of an organization's documents and business records; identifies who has access to information and establishes procedures to prevent unauthorized access.

> **Blue Avocado Model Document Retention Policy for Nonprofits**
> www.blueavocado.org/content/model-document-retention-policy-nonprofits

Personnel Policies

Personnel policies govern the work and actions of all employees and volunteers; they cover such items as basic elements of the employment relationship (e.g., working conditions, employee benefits, etc.), employee evaluation, grievance procedures, employee professional development, and other topics. Two common policies that fall under personnel policies are conflict of interest and whistleblower policies.

Conflict of interest—identifies the types of conduct or transactions that raise conflict of interest concerns and sets forth procedures for disclosure of actual or potential conflicts and for handling such conflicts.

> **Nonprofit Staffing: An Abstinence Educator's Guide To Staffing** by Calvin W. Edwards
> Available from Calvin Edwards & Company
> Appendix D has a sample conflict of interest policy that could be modified for nonprofits

> **ECFA Conflict of Interest Policy**
> www.ecfa.org/KnowledgeCenter.aspx, choose "Policies, Procedures, Forms" and "Nonprofits"

Whistleblower—enables employees or volunteers a means to report suspected illegal practices, misuse of organizational resources, or violations of organizational policies; prohibits retaliation against persons reporting improprieties.

> **ECFA Fraud and Whistleblower Policy**
> www.ecfa.org/KnowledgeCenter.aspx, choose "Finances, Accounting" and "Nonprofits"

> **Nonprofit Risk Management Center Whistleblower Sample Policies**
> www.nonprofitrisk.org, click "Library," then "Articles," then "Resolve to be a Risk-Aware Nonprofit"

Personnel Manuals—a compilation of many varied personnel policies.

> **North Carolina Center for Nonprofits Personnel Policy**
> www.ncnonprofits.org/faq/perspolicies.pdf

> **HR Guide: List of University Employee Handbooks Available Online**
> www.hr-guide.com/data/023.htm

> **Montana Nonprofit Association Employee Handbook**
> www.mtnonprofit.org; click on "Resource Center," then "Human Resources"