



FUNDRAISING & DONATION POLICY

1. Purpose

To guide all fundraising and donation-related activities with integrity, transparency, and accountability, in alignment with CCSDO's mission and donor expectations.

2. Scope

This policy applies to:

- All staff, volunteers, and representatives involved in fundraising
- All monetary and non-monetary donations, whether from individuals, corporates, CSR, foundations, or institutions
- Domestic and foreign donations (including under FCRA, if applicable)

3. Fundraising Principles

- Fundraising must be ethical, voluntary, and lawful
- All appeals and campaigns shall be truthful and non-exploitative
- No pressure or coercion shall be used to solicit donations
- Donor privacy and confidentiality will be respected at all times

4. Types of Donations Accepted

- Monetary donations (cash, cheque, UPI, online transfer)
- In-kind donations (books, clothing, equipment, food)
- Sponsorships and CSR contributions
- Foreign donations, if FCRA-registered

Note: Donations from sources involved in illegal activities, discrimination, or contrary to CCSDO's values will be declined.

5. Receipts & Acknowledgements

- All donations above ₹100 will be acknowledged with a receipt, including PAN, 80G details (if applicable)
- Donors will receive thank-you letters, email acknowledgements, and impact updates where appropriate
- Receipts must be issued within 7 working days

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6. Use of Funds

- Donations will be used only for designated purposes or as agreed with the donor
- Surplus funds may be redirected with donor consent or used for general charitable purposes
- Proper financial tracking and program-wise fund utilization will be maintained

7. Fundraising Events & Campaigns

- All public campaigns (online/offline) must be pre-approved by the management
- Transparency must be maintained in fundraising goals, timelines, and fund usage
- Collaboration with influencers, volunteers, and partners must align with CCSDO's values

8. Donor Rights

Donors have the right to:

- Know how their money is used
- Receive honest communication
- Request anonymity
- View financial reports upon request
- Withdraw future support at any time

9. Financial Reporting & Compliance

- Annual fundraising data will be included in CCSDO's financial and impact reports
- Compliance with Income Tax, FCRA (if applicable), and CSR norms will be ensured
- Fundraising performance and donor satisfaction will be reviewed periodically

10. Review of Policy

This policy shall be reviewed every 2 years or after major changes in law or fundraising strategy.

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