



CANADIAN FORCES MORALE AND WELFARE SERVICES  
SERVICES DE BIEN-ÊTRE ET MORAL DES FORCES CANADIENNES

7331-1 (CFMWS/CFO)

26 November 2024

Distribution List

AMENDMENTS TO THE NON-PUBLIC  
PROPERTY FUNDRAISING POLICY

Reference: Non-Public Property (NPP)  
Fundraising Policy dated 10 August 2020

1. The enclosed NPP Fundraising Policy provides updated direction on donations, sponsorship and 3<sup>rd</sup> party fundraising. It is hereby approved and supersedes reference.
2. Major changes include: the addition of Fundraising Principles and Conditions, new direction on acceptance of leased vehicles, conducting lotteries, draws and contests and updates to responsibilities including the requirement to complete and submit Appendix 1 to Annex B – the NPP Fundraising Activities Listing.

7331-1 (SBMFC/CSF)

Le 26 novembre 2024

Liste de distribution

MODIFICATIONS À LA POLITIQUE DES  
BIENS NON PUBLICS (BNP) EN  
MATIÈRE DE COLLECTE DE FONDS

Référence : Politique des Biens non  
publics (BNP) en matière de collecte de  
fonds, 10 août 2020

1. La Politique des BNP en matière de collecte de fonds fournit une orientation sur les dons, les commandites et la collecte de fonds pour les tierces parties. Elle est approuvée par les présentes et remplace celle en référence.
2. Les modifications importantes comprennent : l'ajout des principes et conditions de la collecte de fonds, de nouvelles orientations concernant l'acceptation de véhicules loués, l'organisation de loteries, de tirages et de concours, ainsi que la mise à jour des responsabilités, notamment l'obligation de remplir et de soumettre l'appendice 1 de l'annexe B – Liste des activités de collecte de fonds pour les BNP.

3. Questions may be referred to Greg Mackenzie, Senior Manager Financial Policies, at 902-430-5348, or via email at [financepolicy@cfmws.com](mailto:financepolicy@cfmws.com).

3. Pour toute question, vous pouvez communiquer avec Greg Mackenzie, gestionnaire supérieur des politiques financières, par téléphone au 902-430-5348, ou par courriel à [financepolicy@sbmfc.com](mailto:financepolicy@sbmfc.com).

Le directeur général des Biens non publics,



Ian C. Poulter  
Managing Director Non-Public Property

Distribution List

Liste de distribution

Attachments: 1

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Exécution

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Comd CANSOFCOM

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ADM(RS)

SMA (Svcs Ex)

# NPP FUNDRAISING POLICY

Date of Issue: 10 August 2020  
Revision date: 26 November 2024



## APPLICATION

1. The aim of this policy is to provide direction on fundraising activities conducted by or with those acting in their Non-Public Property (NPP) capacity. It aligns with the NPP accountability framework, which includes the Chief of Defence Staff (CDS) Delegation of Authorities for Financial Administration of NPP and governance of NPP. For the purposes of the NPP Fundraising Policy and Guide, NPP Fundraising consists of:
  - a. Donations;
  - b. Sponsorship; and
  - c. Proceeds from Fundraising Sales.
2. This policy applies to members of the Canadian Armed Forces in their NPP capacity, Staff of the Non-Public Funds, Canadian Forces (SNPF), and External Entities authorized to act on their behalf. This policy shall be read in conjunction with the NPP Fundraising Guide.

## APPROVAL

3. This policy is issued under the authority of the Managing Director (MD) NPP.

## ENQUIRIES

4. Enquiries regarding the policy shall be directed to the CFMWS Senior Manager, Financial Policies via email to [financepolicy@cfmws.com](mailto:financepolicy@cfmws.com).

## DEFINITIONS

5. Authorized Agent (AA). An individual that is appointed, trained and certified by Canadian Forces Morale and Welfare Services (CFMWS) with appropriate delegated authority to solicit/accept donations and sponsorships from external entities in support of NPP Programs/Events and for authorized 3<sup>rd</sup> party fundraising activities.
6. Donation. A monetary gift or a gift of property without valuable consideration, made to NPP, with the aim of serving organizational objectives, by an individual, organization, company, corporation, or other body.

**Note 1:** In the context of donations, property refers to any non-cash asset.

**Note 2:** In most cases, a gift is a voluntary transfer of property without valuable consideration. However, a transfer of property for which you received an advantage is still considered a gift for purposes of the Income Tax Act as long as the Canada Revenue Agency (CRA) is satisfied that the transfer of property was made with the intention to make a gift. The fact that you received an advantage will not by itself disqualify the transfer from being a gift when the fair market value (FMV) of the advantage does not exceed 80% of the FMV of the transferred property. For more information, see [Income Tax Folio S7-F1-C1, Split-receipting and Deemed Fair Market Value](#).

**Note 3:** A gift of service is not a gift of property, and an official income tax receipt cannot be issued. For more information, go to Canada Revenue Agency (CRA) webpage [Gifts of services](#).

7. External Entity. A private individual, charitable or not-for-profit organization, government organization, or for-profit, commercial business/company. This policy distinguishes between businesses/companies that have dealings with Department of National Defence (DND)/CAF (Defence Industry) and those not involved with DND/CAF (Non-Defence Industry).
  - a. Defence Industry: Comprises businesses that are specifically involved in research, development, production, service and support of military materiel, equipment and facilities such as aircraft, ships, tanks, related systems, as well as component parts and consumables; and
  - b. Non-Defence Industry: Includes businesses that provide products or services that could be purchased for personal use by the general Canadian public.
8. Lottery Scheme. A lottery scheme may be defined as any scheme that has the following three components:
  - a. The disposition of property (a prize);
  - b. Any mode of chance whatsoever involved in obtaining the prize; and
  - c. Consideration exchanged for a chance to win the prize.
9. Non-Public Property (NPP) Beneficiaries: CAF members, their families and former members and their families.
10. NPP Fundraising: any action, activity or ways/means that includes a request or the acceptance of solicited and/or un-solicited money (including near cash equivalents) and product-in-kind (products and/or services).
11. NPP Morale & Welfare (MW) Programs, Events, Activities: All MW programs, events, activities that may have a Public component and receive a level of Public support that is less than 100%.
12. Principal Authorized Agent (PAA). An AA appointed by the overseeing Division Head, Unit Authority (Base/Wing/Ship/Unit Commanding Officer, Deployed Operations Task Force Commander) or Entity Authority (Command Fund Commander, Branch/Regimental Fund Chairman) as applicable. The PAA acts on their behalf and under their control, on all matters relating to their NPP and external fundraising activities.
13. Proceeds from Fundraising Sales. Percentage of sales from specific goods to raise funds for an authorized purpose (e.g. goods produced for fundraising purpose, on consignment, cause-related marketing, donated to monetize into proceeds via auction, activities, etc.).
14. Public MW Programs: MW programs which are Public programs and 100% funded by the Public either directly by the Public or are "*Public Reimbursable MW Programs*" i.e. initially funded by NPP and subsequently reimbursed by the Public.
15. Sponsorship. A collaborative agreement (contract) between NPP and an External Entity, whereby funds, goods, facilities or services are provided to support a particular NPP, or external, Program/Event, in exchange for some appropriate non-monetary benefit of approximately equal value.

## POLICY

16. Division Heads and Unit/Entity Authorities can only appoint one PAA.
17. A PAA is appointed by:
  - a. Overseeing Division Heads for national NPP Programs/Events; and by
  - b. Unit Authorities (Base/Wing/Ship/Unit Commanding Officers, Deployed Operations Task Force Commanders) and Entity Authorities (Command Fund Commanders, Branch/Regimental Fund Chairs) for local NPP Programs/Events.
18. Once appointed, PAA/AAs must complete the mandatory AA training available on the DLN and/or MYTALENT and obtain delegated financial authority, prior to soliciting and accepting donations and sponsorship for any fundraising event (NPP or External Entity).
19. Mandatory training for PAA/AAs include:
  - a. "NPP Fundraising Authorized Agent Certification" course;
  - b. "NPP Contracting and Procurement course"; and
  - c. "The NPP Financial Delegated Authorities and Contracting" course or "The Fundamentals of NPP" course if applicable.
20. AAs are appointed/approved by a PAA and may be CAF members, DND employees, SNPF, registered NPP volunteers, or a contractor if pre-approved by Managing Director NPP.
21. Percentage-based or "off-the-top" remuneration cannot be used to compensate individuals for soliciting and accepting donations and sponsorships on behalf of NPP Programs/Events.
22. Those acting in an authorized NPP capacity or role (PAA/AA) may conduct a NPP fundraising activity for the following purposes:
  - a. To support the development, sustainment and enhancement of NPP Programs, Events, and Activities;
  - b. Enhancement of Public MW programs; and

**Note:** Sustainment costs for Public MW programs requires pre-approval in writing by the Managing Director NPP.

  - c. To support 3<sup>rd</sup> party charity/not-for-profit events such as Canadian Tire Jumpstart and local hospital campaigns that are:
    - i. Expected to generate tangible benefits for NPP Beneficiaries and are single instance/non-recurring events; or
    - ii. Approved in writing in advance by the MD NPP.
23. NPP Fundraising Principles and Conditions:

- a. Fundraising activities shall only be authorized and administered within the Public accountability framework or the NPP accountability framework. DND/CAF only sanctions/conducts fundraising for its official charities and NPP Fundraising Activities must be authorized and administered in accordance with this policy;
 

**Note:** The Canadian Armed Forces Charitable Funds, Support Our Troops and Soldier On, are the official charitable causes of the Canadian Armed Forces. Please contact them directly to engage in third party fundraising for these entities or for the use of their logos as they are Intellectual Property managed by CFMWS.
- b. All NPP revenue generating activities at any Public event augmented with NPP services/programs, (e.g. Armed Forces Day, Air Show, etc.) are conducted under the NPP Accountability Framework;
- c. NPP Fundraising activities' proceeds are NPP and in accordance with (IAW) the National Defence Act shall be used for the benefit of the CAF or for any other purpose approved by the CDS;
- d. NPP shall not be alienated (ownership of the NPP given away) without prior authority from the CDS or MD NPP;
- e. NPP "external trust fund" accounts are to be used, subject to approval, to hold funds collected or donated for a specific non-NPP purpose. As non-NPP, only basic custodial services will be provided (the acceptance and recording of deposits, issuance of funds and recording of withdrawals);
- f. A separate NPP Entity Fund must be established for 3<sup>rd</sup> Party Fundraising IAW Annex A (NPP Fundraising Accounting and Control Procedures) to Chapter 29 (Accounting for Non-Public Property Fundraising);
- g. Collection of funds for a 3<sup>rd</sup> party activity may occur as a separate adjunct to a NPP Activity/Event e.g. donations being accepted for a local hospital at a Mess event;
- h. A surcharge may be added on to a NPP event ticket, e.g. \$2 from every ticket will go to the ABC charity. For a \$15 ticket, \$13 is NPP, and \$2 is a donation from the ticket buyer for the ABC charity;
- i. Any intended collection of funds for an external organization must be transparently advertised so that the potential attendee has the option to decide to support that charity by attending, or not. Otherwise, the expectation is that funds raised belong to NPP and cannot be alienated without authority;
- j. Existing recurring events operating under the NPP Accountability Framework such as Galas, Balls, Runs, Bike Rides, etc., cannot use or donate their proceeds for non-NPP purposes without having 3<sup>rd</sup> party fundraising authority approval in advance; otherwise alienation authority must be sought before any donation/use takes place;

24. For a fundraising activity conducted by NPP to be considered to be in the interest of NPP Beneficiaries, its advantage or benefit must be in all cases tangible, either direct or indirect:

- a. Tangible – financial, product in-kind, new and improved programs and services, NPP cost avoidance, efficiencies, communication and outreach to NPP Beneficiaries;
- b. Direct – When the proceeds from a fundraising activity conducted by NPP is intended to benefit NPP Beneficiaries in a highly targeted manner; and
- c. Indirect – When the money received from a fundraising activity conducted by NPP is intended to benefit members of society/general public, including NPP Beneficiaries as eligible and possible recipients.

25. NPP Fundraising must:

- a. Align with CAF and CFMWS strategic objectives and be executed within the NPP Accountability Framework;
- b. Be approved in accordance with the CDS Delegation of Authorities for the Financial Administration of NPP for local and national NPP Programs/Events and 3<sup>rd</sup> Party Fundraising;
- c. Comply with all federal and provincial legislation including, but not limited to, The Tobacco and Vaping Products Act and The Cannabis Act, in addition to all applicable regulations, policies and guidelines as outlined in the reference section of this policy;
- d. Stand the test of public scrutiny and transparency by ensuring event is well documented;
- e. Comply with contractual agreements and first right of refusal obligations in place between NPP entities such as CANEX, SISIP Financial, Canadian Defence Community Banking and their service providers, and shall not compete directly with these services in addition to strategic relationships and partnerships managed at the national CFMWS level;
- f. Be free from any real or perceived Conflict of Interest (COI), expectation or perception of preferential treatment from DND/CAF or CFMWS;
- g. Be limited to enhancement of Programs/Events reimbursed by the Public;
- h. Not imply DND/CAF or CFMWS endorsement of any products, services and external entities and be politically neutral with no association to lobbyists or lobbyist organizations; and
- i. Be organized and/or managed by members of the CAF, employees of DND and/or SNPF, volunteers or contractors.

26. Fundraising shall not be used for Public programs delivered under the Public Accountability Framework without pre-approval in writing by the Managing Director NPP authority.

27. Sponsorship from the tobacco industry is not permitted as per The Tobacco and Vaping Products Act. In addition, donations from the tobacco industry are not permitted due to the negative impact. Sponsorship from the cannabis industry is not permitted as per The Cannabis Act; however, donations are allowable. Donations and sponsorship from the alcohol industry is allowed but at the discretion of local authorities.

28. For all sponsor support provided, a Sponsor Support Agreement must be completed in advance and, similar to a contract, must be approved by the appropriate authority in advance of receiving funds. More details and a sample of the approved Sponsor Support Agreement template, refer to the NPP Fundraising Guide. Since this is functionally a contract, individuals must take the NPP Contracting and Procurement course available on MYTALENT and on the Defence Learning Network (DLN).
29. As detailed in the NPP Fundraising Guide, Base/Wing/Unit Commanders and PAAs must conduct a general risk assessment on all sponsorships and donations with the aim of preventing real, perceived or potential conflict of interest. In turn, the Donation and Sponsorship High-Risk Assessment Matrix (Annex B) must be completed for all sponsorship and donation arrangements assessed as “High Risk”.
30. All donations and sponsorship fundraising revenues shall be documented, accounted for, and reported in the NPP financial accounting records in accordance with A-FN-105-001/AG-001, Policy and Procedures for Non-Public Property (NPP) Accounting (A-FN-105), [Chapter 29 \(Accounting for Non-Public Property Fundraising\)](#).
31. Sponsorship - Leased Vehicles. A Sponsor Support Agreement (SSA) supported by a formal signed lease agreement is required for all sponsored leased vehicles.

- a. The SSA shall include the following:

- i. Identify the parties of the SSA e.g. between: His Majesty in the Right of Canada as represented by the Base Commander Canadian Forces Base (CFB) Halifax in their Non-Public Property Capacity and XXX Auto Group;
- ii. The responsibilities of the Sponsor including the Sponsorship fee;
- iii. The responsibilities of the Sponsorship recipient (“sponsee”).

**Note:** Clauses in the SSA must be aligned with the lease agreement terms and conditions prior to signature/approval.

- b. The vehicle lease agreement shall constitute the legal terms and conditions of the lease and clearly identify the following:

- i. Lease term and start date of lease;
- ii. Leased vehicle amount and payment terms/schedule;
- iii. The party responsible for insuring the vehicle and details of mandatory coverage;
- iv. The party responsible for registering the vehicle with provincial/territorial authorities;
- v. The party responsible for repair and maintenance of the vehicle;
- vi. If applicable, any penalties or payments due for “Excess Wear and Tear” as determined by the lessor or the lessor’s “assignee”;
- vii. Any restrictions on vehicle use;
- viii. If applicable, the lease end “permitted kilometers” and the amount per kilometer payable for each kilometer in excess of the “permitted kilometers”; and
- ix. Any other terms/conditions as agreed to by the Lessor and Lessee.

**Note:** In circumstances where the NPP Organization is responsible for insurance, A-FN-105 [Chapter 11 \(NPP Consolidated Insurance Program \(NPP](#)

[CIP](#) explains the coverage provided/available along with other details concerning the NPP CIP.

For further information or assistance contact the [Senior Analyst Consolidated Insurance Program](#).

32. Lottery Schemes: Conducting Lotteries, Draws and Contests. As per CFAO 19-1 (Gambling, Sweepstakes Raffles and Slot Machines): “*When contrary to law, the conducting of draws, sweepstakes or games of chance by or under the auspices of the Canadian Forces is forbidden. In the area of certain forms of gaming the Federal Government has chosen, through the provisions of the Criminal Code, to require that provincial approval by way of licence be obtained. The CF are bound by those provisions and must comply with applicable provincial legislation when so required by the Criminal Code.*” Therefore, the applicable provisions of the Criminal Code of Canada provide that the Provinces may impose conditions on the establishment, operation and management of lotteries and other games of chance (including 50/50 draws). Accordingly, no form of lottery scheme shall be conducted by a NPP Organization, unless the Provincial/Territorial authorities issue a license for an allowable purpose (such as conducting fundraising for the Government of Canada Workplace Charitable Campaign (GCWCC)).

**Note:** While NPP activities conducted outside Canada are not bound by Provincial / Federal regulations, compliance with local laws, regulations and policies is required and the CO must be aware of and approve all lottery schemes.

33. Annex A provides a non-exhaustive list of acceptable Programs, Events, and Activities for which NPP fundraising and the acceptance of donations and sponsorship may be authorized.

## AUTHORITIES / RESPONSIBILITIES

34. The key roles and responsibilities associated with the NPP Fundraising Policy are identified at Annex B.
35. Tables 1 and 2 of the Chief of the Defence Staff Delegation of Authorities for Financial Administration of NPP document, prescribe those positions that have delegated signing authority and any limitations that restrict that signing authority.
36. Note that donors or sponsors presenting a proposed amount for multiple events counts as a single event for authority to approve, including a single risk assessment and single sponsorship agreement, covering all events, or a single donation receipt. A ‘bulk’ or ‘package’ transaction may not be split.

## REFERENCES

Canada Revenue Agency policies, directives, guidelines (charities, fundraising)

[Chief of the Defence Staff Delegation of Authorities for Financial Administration of NPP A-FN-105-001/AG-001 – Policy and Procedures for NPP Accounting](#)

[A-PS-110 - Public Support for MW Programs](#)

CFAO 19-1 (Gambling, Sweepstakes Raffles and Slot Machines)

[NPP Contracting Policy](#)

[NPP Fundraising Guide](#)

[NPF Values and Ethics Policy](#)

[CFMWS Conflict of Interest Policy](#)

## ANNEXES

Annex A – Example of Acceptable Programs, Events, and Activities

Annex B – Responsibility Table

Appendix 1 – NPP Fundraising Activities Listing

## ANNEX A – EXAMPLES OF ACCEPTABLE PROGRAMS, EVENTS AND ACTIVITIES

1. The following are examples of Programs, Events, and Activities for which NPP fundraising may be authorized:
2. **Programs**
  - Enhancement of Military Fitness and Sports Programs;
  - Canadian Armed Forces (CAF) Charitable Funds;
  - Community recreation programs including youth centres, hobby clubs and other leisure activities;
  - Specialty Interest Activities including golf and curling clubs, marinas, sailing and vacation accommodations;
  - Special mess events;
  - CAF Museums;
  - Regimental Branch, Corps and Group Funds;
  - National/Local volunteer appreciation/recognition events; and
  - NPP Military Family Resource Centres.
3. **Events (National)**
  - CISM, National & Regional Sport Competitions;
  - CAF Imagery Contest;
  - June is Recreation Month;
  - Canada Army Run;
  - Royal Canadian Navy (RCN) Bike Ride; and
  - Royal Canadian Air Force (RCAF) Run.
4. **Events (Local)**
  - Family Days;
  - Air Shows;
  - Base/Wing/Unit Welcomes;
  - Recreation Expos;
  - Concerts;
  - Beach Days;
  - Enhancing the Margin of Excellence for Officer Cadets at Canadian Military Colleges;
  - Social activities around milestone commemorations;
  - Prizes and awards for Unit golf tournaments; and
  - Annual Unit social gatherings such as Christmas parties and staff parties (NPP MW events only).
5. **Initiatives for 3rd Parties**
  - Non-NPP Military Family Resource Centres;
  - CAF Chaplaincy managed causes at the local level;
  - Fundraising activity conducted by NPP jointly with the local civic centre, with the donations and sales proceeds to be used for a mutually beneficial expansion of CAF and civic recreation opportunities and resources, rather than generate competition between existing under-resourced programs;
  - Donations and sales proceeds from the NPP fundraising activity conducted at the local Canadian Tire solely for the “Jumpstart Foundation” (formal partnership), whereby all the donations and proceeds are expended by the Jumpstart Foundation to address NPP Beneficiaries’ recreational requirements/needs;

- NPP fundraising activity conducted for a local hospital foundation initiative that will benefit NPP Beneficiaries utilizing the hospital services; and
- Fundraising for Charities/Groups' initiatives supporting NPP Beneficiaries e.g. the Legion, True Patriot Love (TPL), Wounded Warriors Canada (WWC) etc.

## ANNEX B – NPP FUNDRAISING POLICY - RESPONSIBILITY TABLE

The .....	Is responsible for .....
Canadian Forces Legal Advisor	<ul style="list-style-type: none"> <li>• Providing legal advice as required relating to NPP Fundraising, the acceptance of donations and sponsor support agreements.</li> </ul>
Managing Director NPP (MD NPP)	<ul style="list-style-type: none"> <li>• Approving the NPP Fundraising Policy</li> <li>• Ensuring the management and oversight of all fundraising activities conducted by/with NPP pursuant to the NPP Fundraising Policy;</li> <li>• Developing and overseeing strategic management and planning for fundraising activities;</li> <li>• Creating, developing, implementing a management framework;</li> <li>• Approving NPP Fundraising activities in accordance with the CDS Delegation of Authorities for Financial Administration of NPP;</li> <li>• Approval of fundraising for Public reimbursable Programs or Activities; and</li> <li>• Ceasing fundraising activities if rules, regulations, and operating principles have not been applied.</li> </ul>
Division Heads,  Unit Authorities: (Base/Wing/Ship/Unit Commanding Officers, Deployed Operations Task Force Commanders); and  Entity Authorities: (Command Fund Commanders, Branch/Regimental Fund Chairs)	<ul style="list-style-type: none"> <li>• Overseeing/ensuring coordination of all fundraising activities in their area of responsibility and undertaken with their delegated authority;</li> <li>• Appointing a Principal Authorized Agent (PAA) to manage all NPP and external (3<sup>rd</sup> party) fundraising activities on their behalf and sending a letter (or <u>email</u>) of appointment to the Chief Financial Officer (CFO) for endorsement and registration;  <b>Note:</b> Upon change of Division Heads, Unit or Entity Authorities the PAA appointment document must be updated and forwarded to the CFO;</li> <li>• Reviewing the registry/list of NPP fundraising activities at the local level maintained by the PAA;</li> <li>• Approving NPP fundraising Programs and Events in accordance with the CDS Delegation of Authorities for Financial Administration of NPP;</li> <li>• Ensuring Official Income Tax Receipts for donations are only issued by authorized personnel IAW <u>Chapter 29</u> (Accounting for Non-Public Property Fundraising) <u>Annex B</u> (Instructions for Issuance of Official Tax Receipts for Donations).</li> <li>• Developing and creating local standing orders/standard operating procedures;</li> <li>• <u>Fundraising for NPP purposes only</u> – as appropriate, sub-delegating within policy limits the approval role and the delegated NPP approval authorities for NPP fundraising activities; and</li> <li>• <u>Fundraising for 3<sup>rd</sup> Party Purposes</u> – applying direct control and oversight by carrying out the approval role and the delegated NPP approval authorities for all fundraising activities for external causes.</li> </ul>

The .....	Is responsible for .....
Chief Financial Officer	<ul style="list-style-type: none"> <li>• Overseeing the execution of the NPP Fundraising Policy;</li> <li>• Ensuring compliance with the CDS Delegation of Authorities for Financial Administration of NPP and A-FN-105 NPP Accounting Policies;</li> <li>• Developing the NPP Fundraising Policy;</li> <li>• Developing and authorizing the supplemental NPP Fundraising Guide;</li> <li>• Liaising with key stakeholders on the fundraising policy issues;</li> <li>• Maintaining a list of NPP Organizations authorized by CFO to issue Official Income Tax Receipts;</li> <li>• Overseeing the fundraising certification training; and</li> <li>• Maintaining a register of currently certified PAAs and AAs.</li> </ul>
Senior VP PSP	<ul style="list-style-type: none"> <li>• Overseeing the delivery of day-to-day management of the National Personal Support Programs (PSP) Fundraising Program;</li> <li>• Appointing a PAA to conduct, manage and oversee all National PSP NPP fundraising activities; and</li> <li>• Maintaining a registry/list of NPP fundraising activities at the National level in the format of Appendix 1 to Annex B (NPP Fundraising Activities Listing) and providing a reconciled copy to CFO by 30 April each year.<sup>1</sup></li> </ul>
VP Military Family Services	<ul style="list-style-type: none"> <li>• Oversight for all NPP Fundraising duties for Military Family Services, NPP MFRCs, and CAF Charitable Funds;</li> <li>• Appointing a PAA to conduct, manage and oversee all Military Family Services, NPP MFRCs, and CAF Charitable Funds fundraising activities; and</li> <li>• Maintaining a registry/list of NPP fundraising activities at the National level in the format of Appendix 1 to Annex B (NPP Fundraising Activities Listing) and providing a reconciled copy to CFO by 30 April each year.<sup>1</sup></li> </ul>
Principal Authorized Agent (PAA)	<ul style="list-style-type: none"> <li>• Providing oversight of all NPP Fundraising activities in their area of responsibility and undertaken with their delegated authority;</li> <li>• Maintaining a registry/list of NPP Fundraising activities in the format of Appendix 1 to Annex B (NPP Fundraising Activities Listing) for their area of responsibility; reporting <b>ALL</b> sponsorship and donation revenues and disbursement of proceeds, including (Product in Kind (PIK)) and providing a reconciled copy to RAM and/or CFO by 30 April each year;<sup>1</sup></li> <li>• Maintaining a list of AAs who are approved to solicit donations and sponsorships at their applicable location;</li> <li>• Completing the required fundraising training in order to obtain the Authorized Agent (AA) certification;</li> <li>• Approving AAs and ensuring all AAs have completed the required fundraising training;</li> </ul>

<sup>1</sup> For control and information purposes NPP Fundraising Activities Listings shall periodically and at a minimum yearly (by end-March), be reviewed and reconciled to the sponsorship and donations general ledger account balances to ensure all revenues received have been accounted for.

The .....	Is responsible for .....
	<ul style="list-style-type: none"> <li>• Limiting and controlling the number of approved AAs;</li> <li>• Managing the AA team including but not limited to: ensuring proper accounting of donations and sponsorship revenue received, and ensuring Sponsor Support Agreements have been completed for all sponsorship arrangements; and</li> <li>• Accessing/monitoring collaborations for donation/sponsorship fatigue.</li> </ul>
Authorized Agent (AA)	<ul style="list-style-type: none"> <li>• Soliciting and accepting NPP fundraising revenue through donations and sponsorship on behalf of their NPP Organizations in accordance with the NPP Fundraising Policy, the NPP Fundraising Guide and the CDS Delegation of Authorities for Financial Administration of NPP;</li> <li>• Ensuring Sponsor Support Agreements are completed for all sponsorship arrangements;</li> <li>• Completing the required NPP fundraising training in order to obtain the AA certification; and</li> <li>• Acquiring the appropriate approval prior to soliciting and accepting donations and sponsorships.</li> </ul>
Local NPP Accounting Office	<ul style="list-style-type: none"> <li>• Managing and administering financial/comptrollership services including but not limited to financial records and the issuance of Income Tax Receipts; and</li> <li>• Ensuring all NPP Fundraising proceeds are recorded accurately in the NPP accounting system of record.</li> </ul>
The Centre for Conflict Resolution and Ethics	<ul style="list-style-type: none"> <li>• Providing advice on ethical issues to SNPF who accept NPP donations and sponsorship.</li> </ul>

