

Ethical and Professional Conduct:

Members of the board and staff are motivated by an inner drive to improve the quality of life for our students through this cause. They serve the ideal of philanthropy; are committed to the preservation and enhancement of the organization and its goals; and hold stewardship of these concepts as the overriding principle of their term as board members. They recognize their responsibility to ensure that needed resources are vigorously and ethically sought and the intent of the donor is honestly fulfilled. To these ends, members of the board and staff embrace certain values that they strive to uphold in performing their responsibilities for generating charitable support and acting in their capacity as board members.

- A. Linda Lorelle Scholarship Fund, Inc. board members and staff aspire to:
 - 1. Serve with integrity, honesty, truthfulness and adherence to absolute obligation to safeguard the public trust.
 - 2. Act according to the highest standards and visions of the organization and conscience.
 - 3. Put the organization's philanthropic mission above personal gain.
 - 4. Inspire others through their own sense of dedication and high purpose.
 - 5. Demonstrate concern for interests and well being of individuals affected by their own actions.
 - 6. Value the privacy, freedom of choice and interest of all those affected by their actions.
 - 7. Foster cultural diversity and pluralistic values, and treat all people with dignity and respect.
 - 8. Adhere to the spirit as well as the letter of all applicable laws and regulations.
 - 9. Avoid even the appearance of any criminal offense or professional misconduct.
 - 10. Bring credit to the organization by their public demeanor.
 - 11. Encourage colleagues to embrace and practice these ethical principles and standards of professional practice.
 - 12. Be aware of the code of ethics promulgated by other philanthropic organizations.
- B. Linda Lorelle Scholarship Fund, Inc. board member and staff obligations:
 - 1. Board members and staff shall not engage in activities that harm the member's organization, donors, or students.
 - 2. Board members and staff shall not engage in activities that conflict with their fiduciary, ethical, and legal obligations to the organization, donors, or students.
 - 3. Board members and staff shall not effectively disclose all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety.

4. Board members and staff shall not exploit any relationship with a donor, prospect, volunteer, or employee to the benefit of the members of the organization.
5. Board members and staff shall comply with all applicable local, state, provincial, federal, civil, and criminal laws.

C. Solicitation and use of charitable funds:

1. Board members and staff shall take care to ensure that all solicitation materials are accurate and correctly reflect the organization's mission and use of solicited funds.
2. Board members and staff shall take care to ensure that donors receive informed, accurate and ethical advice about the value and tax implications of potential gifts.
3. Board members and staff shall take care to ensure the proper stewardship of charitable contributions, including timely reports on the use and management of funds.
4. Board members and staff shall obtain explicit consent by the donor before altering the conditions of the gift.

D. Presentation of Information:

1. Board members and staff shall not disclose privileged or confidential information to unauthorized parties.
2. Board members and staff shall adhere to the principal that all donor and prospect information created by, or on behalf of, the organization is the property of the organization and shall not be transferred or utilized except on behalf of the organization.
3. Board members and staff shall, when stating fundraising results; use accurate and consistent accounting methods conform to the appropriate guidelines adopted by the American Institute of Certified Public Accountants (AICPA) for the organization.

E. Compensation:

1. Board members and staff shall not agree to pay compensation that is based on a percentage of charitable contributions; nor shall they agree to pay the finder's fee.