



LENTEN APPEAL POLICY

*Endorsed by the Caritas PNG Board of Directors
4 December 2020*

Caritas PNG's (CPNG) disaster management budget is comprised mostly of financial contributions and donations in kind. The financial contributions are made annually during the Lenten Season, over a period of six weeks.

As such it is important for CPNG to inform its contributors and supporters how it handles the funds and donations.

1. Fundraising

- 1.1. Funds and donations shall be solicited in a respectful manner and without pressure.
- 1.2. Donor designated restrictions on contributions shall be honored to the fullest extent possible so long as they are consistent with CPNG's values.
- 1.3. Diocesan Caritas Boards shall bear the responsibility of leading and promoting fundraising.
- 1.4. Fundraising methods shall be diverse and not solely be dependent on collections only.
- 1.5. Dioceses shall set a target amount to reach each Lenten Season.
- 1.6. In the event of a major disaster, the CPNG National Office shall solicit assistance from within the Caritas network, both internally and externally.
- 1.7. Both the dioceses and the CPNG National Office shall be actively involved in fundraising activities.
- 1.8. The Lenten Appeal campaign shall be launched nationwide on the First Sunday of Lent annually.

2. Receipt

- 2.1. Written receipts shall be issued for all funds and donations accompanied by a thank you letter.

3. Financial Reporting

- 3.1. At the beginning of each calendar year CPNG shall provide each donor who has contributed over the course of the prior year, a financial report.
- 3.2. One-third returns to dioceses shall be accounted for as these are donated funds. (CPNG Board decision in Meeting No. 2 of 2017).

4. One-third returns

- 4.1. One-third returns may be retained by dioceses and the balance transferred to the CPNG National Office.
- 4.2. One-third returns may be utilized to support respective Diocesan Caritas office administrations as well as minor/low-cost emergencies/disasters.

5. Transfer of funds from dioceses to CPNG

- 5.1. All funds shall be transferred to the CPNG BSP Account only.
- 5.2. Internal transfers through CCDF shall not be permitted.
- 5.3. Fund transfers shall clearly state the description of the fund, i.e., Lenten Appeal "year" and "diocese name".
- 5.4. The CPNG National Office shall be notified of all transfers.
- 5.5. All funds shall be transferred to the CPNG National Office no later than 30th June annually.

6. Use of Lenten Appeal funds by CPNG

- 6.1. At least seventy percent of the funds received shall be spent on emergencies/disasters and the balance on administration.
- 6.2. Assistance during emergencies/disasters shall be provided to affected communities in light of the common good.
- 6.3. As a general rule, assistance shall not be provided to individuals seeking support.
- 6.4. Assistance shall be provided to emergencies/disasters arising from natural causes and not man-made or violence related.

7. Materials

- 7.1. All materials shall be prepared and distributed to dioceses beginning of the year annually.
- 7.2. Design of the materials shall be the responsibility of all Caritas officers.
- 7.3. Electronic copies of materials shall also be distributed widely.
- 7.4. The cost of materials shall not exceed 10% of the administration support to CPNG.

8. Additional Provisions

- 8.1. Changes or Exceptions to the Policy
This Policy has been reviewed by the Central Committee of the Catholic Bishops Conference of PNG and Solomon Islands, and accepted by the CPNG Board of Directors, which has the sole authority and discretion to change this Policy. In addition, the CPNG Board of Directors must approve in writing any exceptions to this Policy.