




***MEMBERSHIP  
INFORMATION***



*“Fundraising is  
the gentle art  
of teaching the  
joy of giving”*

*Hank Rosso*

**Fundraising Institute of New Zealand**

Phone: +64 (0)4 499 6223 Fax: +64 (0)4 499 6224

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Post: PO Box 11203, Manners Street, Wellington 6142



# The Fundraising Institute of New Zealand

The Fundraising Institute of New Zealand (FINZ) is the professional body for those employed in or involved with fundraising, sponsorship and events in the not-for-profit sector. We promote and uphold professional and ethical fundraising practices and encourage the development of philanthropy in New Zealand.

Our members work in a variety of charitable organisations that support the development of education, health, sport, welfare, the environment and the arts, to name a few.

FINZ has been in existence since 1991 and prior to that operated as a division of TAIF (now known as the Fundraising Institute Australia). The independent New Zealand organisation was set up to better meet the needs of our unique communities and the not-for-profit environment in New Zealand.

We support fundraising professionals by providing education and networking opportunities and by advocating on their behalf. Just as importantly though, we support the public of New Zealand by promoting and rewarding ethical and professional fundraising practices.

Through higher standards of fundraising practice everyone benefits.

## Why join FINZ?

- To support the development of the fundraising profession
- To demonstrate your commitment to ethical fundraising practices
- To meet other fundraising professionals and share ideas and experiences
- To be informed of opportunities available to fundraisers
- To attend professional development events
- To have a voice through advocacy and lobbying activities





## Membership types

Affiliate Members are those associated with the fundraising profession or the not-for-profit sector, but who do not have substantial involvement in, or direct responsibility for, the fundraising activities of a not-for-profit organisation.

Associate Members are those joining the Institute for the first time who have substantial involvement in, or direct responsibility for, the fundraising activities of a not-for-profit organisation.

Full membership is available to a person who has completed twelve consecutive months as an Associate Member and has attended a FINZ induction course. Full members are encouraged to put 'MFINZ' after their name to demonstrate the commitment they have made to ethical, professional fundraising.

Fellowship of the Institute may be conferred on a Member who has rendered distinguished service to FINZ and the fundraising profession for at least ten years. Fellows of FINZ are encouraged to put 'FFINZ' after their name.

**If you would like more information on membership types, including eligibility to hold office and vote, visit [www.finz.org.nz/constitution](http://www.finz.org.nz/constitution).**



## Benefits to you

**Information** – Email bulletins, our e-newsletter and a quarterly magazine keep you informed of what's going on in the fundraising sector.

**Advocacy** – FINZ advocates on your behalf, often surveying members first to seek their opinions.

**Representation** – FINZ represents fundraising professionals on various committees and projects throughout New Zealand and around the world.

**Education** – A biennial conference and other educational offerings provide you with plenty of opportunities to sharpen your fundraising skills. For members wanting to advance themselves further, FINZ provides a complimentary library service and a mentoring service is available to those with special interests.

**Networking** – FINZ arranges monthly networking events in Wellington, Auckland and Christchurch. Each one has an educational component and provides an opportunity to meet other fundraising professionals.

**Recognition** – FINZ members make a commitment to adhere to the FINZ Code of Ethics and Code of Conduct. Once Full Membership has been achieved you can proudly inform the public and your employers of this by putting MFINZ after your name.

**Awards** – FINZ arranges the prestigious Fundraising Excellence Awards and entry is free for FINZ members.

If you want to be involved in the direction of FINZ there are a variety of opportunities - just let us know!



## Benefits to your employer

More skilled fundraisers – FINZ has regular training workshops and a biennial conference. FINZ encourages fundraisers to increase their skills and stay abreast of the latest trends and methods of fundraising from around the world.

Learn from other organisations – Regular networking events allow your fundraiser to meet other fundraising professionals and learn from their experiences.

Advocacy – By employing a FINZ member your organisation becomes part of a wider community which, as a large group, can advocate more effectively than a single individual.

Professionalism – Employers can be sure that fundraisers who are members of FINZ have committed to the FINZ Code of Ethics and Code of Conduct.

Support – For fundraisers working alone, FINZ provides access to valuable support networks.

Information – FINZ provides email bulletins, a monthly e-newsletter and a quarterly magazine to keep your employee up to date with what's going on in the fundraising sector.

FINZ has been in existence for over 20 years and is recognised as the professional voice of fundraising in New Zealand.

# How to Join

As easy as 1 2 3...

## Step 1

Complete the Application for Membership in the back of this booklet

## Step 2

Ensure your first year's subscription of \$225 has been paid or include credit card details on the form

## Step 3

Return the form to the FINZ National Office by fax or post.

You will be contacted within 14 days with notification of acceptance.

FINZ membership is renewed annually.





## A higher standard of Fundraiser

The FINZ Code of Ethics and Code of Conduct lay out the shared fundamental values and practices of those working in the fundraising field. By agreeing to the Codes fundraisers are striving to identify and employ best practices.

The Codes assist FINZ to foster the growth of a worldwide fundraising community that is dedicated to accountability, transparency and effectiveness.

FINZ members are required to commit to the Code of Ethics and Code of Conduct in relation to their fundraising practices.

**The FINZ Code of Ethics and Code of Conduct can be read on the following pages.**



## Code of Ethics


Members will direct or manage only fundraising programmes for causes that are consistent with the enhancement of human, environmental, or animal welfare.

Members shall not personally undertake nor be involved in any way, in a fundraising activity where remuneration is based in part or in whole on a percentage of the financial results of the solicitation; nor will members be responsible for engaging and remunerating any third party to solicit financial gifts on such a basis; and further, members will use their best endeavours to dissuade any employing organisation from remunerating fundraising staff or third party individuals or organisations on such a basis.

Members will involve clients in significant expenditure only after thorough analysis indicates that the costs in relation to the amount raised represent a valid investment to the agency and agreement in writing by an authorised member of the organisation has been provided.

Members may not make proposals to clients that involve hidden costs.

Members shall predict financial results to clients only when such predictions have been validated by thorough fundraising analysis.



Members shall not accept personal payment, in cash or in kind, from a supplier of goods or services to an agency of which the member is an employee, or agent, in recompense for business placed with that supplier.

No member shall make payment in cash or kind to any employee, officer, director, trustee, or advisor of an agency for using influence to retain the services of a member.

Members will maintain professionalism in all other activities in accordance with the FINZ Code of Conduct.

*“In good times  
and bad, we  
know that people  
give because  
you meet needs,  
not because you  
have needs”*

*Kay Grace*


## Code of Conduct

Professional Conduct - Members shall at all times conduct themselves with complete integrity. They shall respect the dignity of their profession and ensure that their actions enhance the reputation of themselves and their Institute. Furthermore:

- They shall not misuse their authority or office for personal gain
- They shall comply with the laws of New Zealand which relate to their professional activities, both in letter and in spirit
- They shall not knowingly act in a manner inconsistent with the Code, or cause or permit others to do so.

Injury to others - Members shall not recklessly or maliciously injure the professional reputation or practice of other members of this or any other profession.





Honesty - Members shall at all times act honestly and in such a manner that donors are not misled. They shall not knowingly or recklessly disseminate false or misleading information in the course of their professional duties, nor permit their subordinates to do so. Members will state their charges and terms of business without ambiguity before commencement of an assignment.

Professional Competence - Members are expected to strive to attain and apply a high level of competence to the efficient conduct of the work entrusted to them. Members will ensure their own awareness and practices of ethical fundraising through continuing education and training and will foster the sharing of fundraising knowledge and skill.

Conflict of Interests - Members shall not represent conflicting or competing interests without the express consent of the parties concerned after full disclosure of the facts.

Confidentiality - Members shall not disclose (except as may be required by statute or law) or make use of information given or obtained in confidence from their employers or clients, the donating public, or any other source, without express prior consent.



## Next steps...

- 1) Complete the application for membership, enclosed in this brochure
- 2) Ensure your subscription of \$225 has been paid or include credit card details on the application form
- 3) Return the form to the FINZ National Office by fax or post.

If you require more information visit [www.finz.org.nz](http://www.finz.org.nz), email [info@finz.org.nz](mailto:info@finz.org.nz) or phone +64 (0)4 499 6223.

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*“Silent gratitude  
isn’t much use  
to anyone”*

*Gladys Bronwyn Stern*

# Application for Membership

Once completed return to FINZ, PO Box 11203,  
Manners Street, Wellington 6142 or fax +64 (0)4 499 6224

## Applicant's Details

Miss / Mrs / Ms / Mr / Dr. (circle one)

First name:

Surname:

Job title:

Organisation:

Postal address:

Postcode:

Work phone:  Extension:

Home phone:

Mobile:

Fax:  Work  Home

Preferred email:

Alternative email:

Date of birth:  Male  Female

Fundraiser since:

Qualifications:

## Fundraising Interests

Tick as many as apply to you

- |  |  |
|--|--|
| <input type="checkbox"/> Acquisition         | <input type="checkbox"/> Managing employees      |
| <input type="checkbox"/> Bequests            | <input type="checkbox"/> Managing volunteers     |
| <input type="checkbox"/> Capital campaigns   | <input type="checkbox"/> Marketing               |
| <input type="checkbox"/> Database management | <input type="checkbox"/> Online fundraising      |
| <input type="checkbox"/> Direct mail         | <input type="checkbox"/> Public relations        |
| <input type="checkbox"/> Donor relations     | <input type="checkbox"/> Sponsorship             |
| <input type="checkbox"/> Events              | <input type="checkbox"/> Strategic planning      |
| <input type="checkbox"/> Feasibility studies | <input type="checkbox"/> Street appeals          |
| <input type="checkbox"/> Governance          | <input type="checkbox"/> Telemarketing           |
| <input type="checkbox"/> Grants              | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Major gifts         | <input type="text"/>                             |

## Organisational information (if available)

Website:

Sector:

(tick as many as apply)

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> Aged care    | <input type="checkbox"/> Environment   | <input type="checkbox"/> Sports/recreation      |
| <input type="checkbox"/> Animals      | <input type="checkbox"/> Education     | <input type="checkbox"/> Supplier               |
| <input type="checkbox"/> Arts/culture | <input type="checkbox"/> Health        | <input type="checkbox"/> Welfare/humanities     |
| <input type="checkbox"/> Children     | <input type="checkbox"/> International | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Consultant   | <input type="checkbox"/> Political     | <input type="text"/>                            |
| <input type="checkbox"/> Disability   | <input type="checkbox"/> Religion      |   |

CEO's name:

CEO's email:

Chair's name:

Chair's email:

### Declaration

I am applying for Affiliate / Associate (circle one) membership of FINZ, in the following Division:

- Northern       Central       Southern

I have read, understand and agree to abide by the Code of Ethics and Code of Conduct of the Fundraising Institute of New Zealand, and confirm that the professional position I hold accords with the FINZ Code of Ethics and Code of Conduct.

I agree to be bound by the rights and responsibilities of the category of membership to which I am admitted.

Signed by applicant

Date

### Payment

Payment of \$225 including GST is to be made with your application.

Cheque enclosed (made out to Fundraising Institute of NZ)

Paid by direct credit on (date) \_\_\_\_\_  
into BNZ account 02-0224-0324370-00

Please charge my card as follows:

Visa       MasterCard       Amex

Name on card

Card number

Expiry date

Signature

OFFICE USE  
DATE AND INITIAL

Received

Paid

Processed  
in DB

ID#

WP sent

Div notified

3M

