**SOLIHTEN INSTITUTE/AFFILIATE FUNDRAISING POLICY**

*We believe the long-term success of the Solihten Institute and its affiliated Centers depends upon providing high quality, integrated care with sufficient resources for on-going innovation and program sustainability. This collaboration is possible when built on a foundation of mutual trust, admiration and confidence. The policies below are the cornerstones of this foundation.*

1. Solihten Institute will assist its affiliates to benefit the local Center’s development plans.
2. Solihten Institute will not solicit mutual donors\* without the express consent of its affected affiliate and will always request for assistance in making the initial introduction to the donor. Unless given permission to proceed otherwise, Solihten Institute will keep the affiliate informed of relevant communications.
3. All communication regarding mutual donors of the Solihten Institute and affiliated Centers will be transparent, accurate and timely.
4. Financial transparency about Solihten Institute’s budget, sources of revenue, board composition, programs and staffing will be maintained for our affiliated Centers at all times.

\*Definition of term – A **mutual donor** is defined as a donor, individual or entity, of capacity that resides or does business within a geographic proximity of a local Center with whom the local Center has an established relationship, or intends to develop a relationship.

*The Solihten Institute fosters and develops relationships for the mutual benefit of all parties****.***