



Statement of Values and Code of Ethics

Statement of Values

Any code of ethics is built on a foundation of widely shared values. The core values of Wishes & More are as follows:

- Compassion - We put first priority on the needs of the children and their families
- Dedication - We do whatever it takes to provide a joyful and quality experience for every recipient of our programming
- Credibility - We earn and maintain the complete trust of our donors
- Integrity - We always try to do the right thing
- Team Work - We help each other and feel collectively responsible for achieving our mission

These values provide the foundation for our organizational Code of Ethics that follows. The values inform and guide the actions that board members, employees, and volunteers are expected to use in developing their policies, procedures and actions.

Code of Ethics

A. Personal and Professional Integrity

All staff, board members and volunteers of Wishes & More act with honesty, integrity and openness in all their dealings as representatives of the organization. Wishes & More promotes a working and volunteer environment that values, respect, fairness and integrity.

B. Mission

Wishes & More supports families and enhances the life of a child fighting a terminal or life threatening illness by providing extraordinary experiences including wishes, scholarships, memorials and more.

Our wishes dry tears and encourage smiles and laughter while offering a pleasant distraction from fear, pain, anxiety and the weary routine of medical appointments and procedures. Working closely with families, medical providers, hospitals and clinics, social workers, caregivers, donors, and community volunteers, together we transform despair into hope and create precious moments and lasting memories. In addition, memorials are provided by Wishes & More for families of children who do not survive to have their wish fulfilled.

Our mission as approved by the board of directors is in pursuit of the public good. All of our programs support that mission and all who work for or on behalf of Wishes & More understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by Wishes & More and of value to the society at large.

C. Governance

Wishes & More has an active governing body that is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of the organization. The governing body:

- Ensures that its board members have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of Wishes & More and its public purpose
- Has a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, refusal or other means
- Is responsible for the hiring, firing, and regular review of the performance of the chief executive officer, and ensures that the compensation of the chief executive officer is reasonable and appropriate
- Ensures that the appropriate staff provide the governing body with timely and comprehensive information so that the governing body can effectively carry out its duties
- Ensures that Wishes & More conducts all transactions and dealings with integrity and honesty
- Ensures that Wishes & More promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness
- Ensures that Wishes & More is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions
- Ensures that policies of Wishes & More are in writing, clearly articulated and officially adopted
- Ensures that the resources of Wishes & More are responsibly and prudently managed
- Ensures that Wishes & More has the capacity to carry out its programs effectively

D. Legal Compliance

Wishes & More shall operate in compliance with all laws, regulations and applicable international conventions.

E. Responsible Stewardship

Wishes & More manages its funds responsibly and prudently. Wishes & More has adopted the voluntary standards of the MN Charity Review Council and Minnesota Council of Non-profits as guidelines for determining responsible stewardship.

- It spends a reasonable percentage of its annual budget on programs in pursuance of its mission
- It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management
- Wishes & More compensates staff, and any others who may receive compensation, reasonably and appropriately
- Wishes & More has reasonable fundraising costs and ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of Wishes & More
- All financial reports are factually accurate and complete in all material respects
- The Board of Wishes & More publicly attests to the accuracy, completeness, and fairness of our financial statements and IRS 990 filings

F. Openness and Disclosure

Wishes & More provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about Wishes & More will fully and honestly reflect the policies and practices of the organization. Basic informational data about Wishes & More, as disclosed on the IRS 990, is available through the organization's website. All solicitation materials accurately represent Wishes & More's policies and practices and will reflect the dignity of program beneficiaries. All financial, organizational, and program reports will be complete and accurate in all material respects.

G. Program Evaluation

Wishes & More regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. The organization is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities and the field. Wishes & More is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

H. Inclusiveness and Diversity

Wishes & More has a policy of promoting inclusiveness and its staff, board and volunteers reflect diversity in order to enrich its programmatic effectiveness. Wishes & More takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served.

I. Fundraising

Wishes & More is committed to transparency and full disclosure in its solicitation materials. Wishes & More respects the privacy concerns of individual donors and expends funds consistent with donor intent.

In raising funds from the public, Wishes & More believes that every potential donor has the right:

- To be informed of the mission of Wishes & More, the way the resources will be used and our capacity to use donations effectively for their intended purposes
- To be informed of the identity of those serving on Wishes & More's governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities
- To have access to Wishes & More's most recent financial reports
- To be assured their gifts will be used for the purposes for which they were given
- To receive appropriate acknowledgment and recognition
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature
- To be informed whether those seeking donations are volunteers, employees of Wishes & More or hired solicitors
- To have the opportunity for their names to be deleted from any communication lists (Wishes & More does not share the names of our donors or wish families with any other organization or business)
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers

J. Code Implementation

- Wishes & More management will actively encourage an internal dialogue on ethics, provide guidance for staff and ensure that internal systems, policies and procedures are consistent with this Code
- Copies of the Code will be provided to each staff and board member and posted on our web site
- The Code will be annexed to all contracts of employment and signed along with it
- Raising an Issue/ Whistleblower Protection
 - 1)** Any concerns about an interpretation, application or suspected violation of the Code of Ethics that staff or other stakeholders are not comfortable raising directly with staff concerned should be brought to the attention of a member (acting as an Advisor) of the Board of Directors. See attached current listing of Board Members.
 - 2)** If the complainant or the Advisor is not satisfied with the outcome of their consultation, then the matter may be brought to the attention of the full Board of Directors.

3) No one shall be discriminated against, disciplined, or reprimanded for reporting concerns or requesting guidance concerning the Wishes & More Code of Ethics whether or not the concerns are established as valid or substantiated.

(Adopted from the Independent Sector model policy and the Donor Bill of Rights developed by the American Association of Fundraising Council)