

Fundraising Donation Handling Guidelines

Purpose

This document provides standardized procedures for handling fundraising donations, including collection, approval, donor communication, and distribution of funds.

1. Donation Methods

1.1 Card Payment

- Donations made via card payment are **confirmed instantly**.
- No manual intervention is required for card payment confirmations.

1.2 Bank Transfer

- Donations made via bank transfer are **marked as pending** until manually reviewed.
- **Administrator approval** is required to confirm and process the donation.

2. Bank Transfer Approval Process

- Upon receiving a bank transfer donation:
 1. The donation status remains Pending.
 2. An Administrator must manually verify the receipt of funds.
 3. Upon successful verification:
 - Update the donation status to Approved.
 - Display the following bank account details to the donor:
 - **Account Number: 1234567890**
 - **Account Name: Parliament Fundraising**
 - **Bank Branch: Main City Branch**

3. Fundraising Cancellation Handling

In the event a fundraising campaign is canceled, the following procedure must be followed:

3.1 Donor Notification

- Notify all participating donors using:
 - **Email** (fundmanage@example.com)
 - **Telephone** (e.g., +94756754344)

5. Distribution of Donations

- After a campaign closes:
 - Collected donations must be **paired** and **distributed** to designated users or beneficiaries.
 - Allocation must be performed according to internal selection and distribution criteria.