

# GIFT ACCEPTANCE AND DONOR PRIVACY PROTECTION POLICY

## General

The Foundation shall accept only those gifts, the transfer and ownership of which are not inconsistent with any applicable laws or public policy. The Foundation shall accept only those gifts that will enable the Foundation to further its mission, goals, purposes, and services. The Foundation reserves the right to decline any gift that (a) does not further the mission or goals of the Foundation, (b) would cause the Foundation to lose its tax-exempt status, or (c) creates an administrative burden or causes the Foundation to incur excessive expenses.

## Receipts and Substantiation

The Foundation's development personnel shall see that prompt acknowledgements, thank you letters, and other documentation are sent to all donors in such form and containing such information as may be required or suggested from time to time by the federal income tax laws, by the Internal Revenue Service, and the Foundation's auditors.

## Confidentiality

The Foundation collects, processes, and maintains certain personally identifiable information of donors when such information is voluntarily provided to the Foundation. All personally identifiable information obtained from or about donors and prospective donors shall be held in the strictest confidence by the Foundation and its directors, officers, staff, volunteers, and third-party service providers. If the donor indicates his or her gift should be considered anonymous, neither the name of the donor, the amount, nor the conditions of the gift shall be published without the written approval of the donor.

The Foundation may use third-party service providers to collect, process, and maintain the personally identifiable information of donors for purposes of the Foundation's fundraising activities and communications with donors, but the Foundation does not trade, share, sell, or rent any donor's personally identifiable information with any other entity for marketing or fundraising purposes, unless the donor gives written permission to do so. The Foundation does not send marketing or fundraising mailings to donors on behalf of any other organizations. The Foundation may share a donor's personally identifiable information with government agencies or other regulatory bodies and law enforcement officials, as may be required by law.

See the Foundation [Privacy Policy](#) for further information.