

Fundraising and Donor Privacy Policies & Procedures – Sample

Introduction

The Virginia Agency on Aging (VAA) is a nonprofit agency committed to providing services to older Virginians. All donations solicited on behalf of the agency shall be used to further this mission and follow the policies and procedures outlined below.

Fundraising Policy

Funds shall be solicited in a respectful manner and without pressure. All third parties not directly affiliated with VAA who wish to solicit funds on behalf of the agency must acquire written permission from the VAA development office prior to beginning any fundraising activities. Donor-designated restrictions on contributions shall be honored. The Virginia Agency on Aging is a non-profit 501(c)(3) agency and contributions made to the agency are tax deductible to the fullest extent of the law. Written tax receipts shall be issued for all donations. If the donor receives anything in exchange for their donation, such as a dinner or event admission, the tax receipt shall clearly state what portion of the donation is tax deductible. At the beginning of each calendar year VAA shall provide its donors with written documentation of all tax deductible gifts received during the prior calendar year.

Fundraising Procedures

Upon receipt, all monetary donations shall be forwarded to the accounting department for coding and recording purposes. After funds have been accounted for by the appropriate accounting staff, a written transmittal, check copies, cash receipts, and any other correspondence accompanying the gift shall be circulated through the development department. Donations are acknowledged by the development department. All monetary donations are recorded and deposited according to accounting procedures. All donor-designated restrictions shall be communicated to the accounting department so that they may be recorded and governed appropriately. All requests for donors to remain anonymous shall be honored by flagging the gift in the donor database as appropriate. All in-kind gifts that are accepted by VAA shall be recorded and acknowledged according to development and accounting procedures.

Donor Privacy Policy

Any information supplied to Virginia Agency on Aging by donors will be used solely to fulfill their donation and shall not be shared for any reason unless permission is granted by the donor to share such information. All requests to remain anonymous shall be honored. VAA does not sell or share donor lists. Donors who supply VAA with their postal address or email address may be contacted periodically for solicitation purposes and/or with information regarding upcoming events. All donors have the option of being placed on a "once-a-year" mailing list which grants VAA permission to contact them only once per year. Donors may request to be permanently removed from VAA's mailing list by contacting us via email, phone or postal mail. All requests to be removed from VAA's mailing list shall be honored. Donors who supply VAA with their telephone number shall only be contacted by telephone regarding donations they have made. VAA does not participate in telephone fundraising activities.