

POLICY MANUAL: FOUNDATION - FUNDRAISING		POLICY: NEW
Heading:	Subject:	Page: 1 of 1
Niagara Peninsula Conservation Foundation	Donor Recognition and Stewardship Policy	Date Approved: September 6th, 2018
		Replaces: N/A
APPROVAL: _____		DATE TO BE REVIEWED: EVERY FOUR YEARS

The Foundation will publicly acknowledge all donations, unless the donor wishes to remain anonymous. A thank you letter will accompany all receipts. Donors creating funds will also receive a thank you call from a member of the Board of Directors.

Donors creating funds will receive copies of the Foundation's annual report. The Foundation does not publish the amount of the donation, except in circumstances approved in advance by the donor. Donors creating named funds will receive an annual fund statement, which will be hand delivered, wherever possible, by a member of the Board of Directors.

The Foundation honours donors' and prospective donors' requests to:

- limit the frequency of contact;
- not be contacted by telephone or other technology;
- receive printed material concerning the organization; and
- discontinue contact.

The foundation will not share or sell its donor list with other organizations.

The privacy of donors will be respected. Donor records maintained by the Foundation will be kept confidential to the extent possible.

Donors will have the right to see their donor record and to challenge its accuracy.