



## **Senior Concerns Fundraising and Donor Privacy Policy and Procedures**

### **Fundraising Policy**

Funds shall be solicited in a respectful manner and without pressure. Donor-designated restrictions on contributions shall be honored. Senior Concerns is a non-profit 501(c)(3) agency and contributions made to Senior Concerns 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.

### **Gift Processing Procedures**

Upon receipt, all monetary donations are opened and batched by the Administrative Assistant, who records all donations on batch sheets to prepare deposits and enters all donor and donation information in the donor database, in accordance with Development and Finance procedures. All donors receive a thank you letter. All donor information is kept confidential. Access to the donor database is limited to only the staff members or designees directly involved in Development activities. All donor-designated restrictions shall be communicated to the Finance Department so they may be recorded and governed properly. 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 Senior Concerns shall be recorded and acknowledged according to Development and Finance procedures.

### **Donor Privacy Policy**

Any information supplied to Senior Concerns by donors shall 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. Senior Concerns does not sell or share donor lists. Donors who supply Senior Concerns with their postal address or email address may be contacted periodically for solicitation purposes and/or with information regarding upcoming events. Donors may also request to be permanently removed from Senior Concerns' mailing list by contacting us via email, phone or postal mail. All requests to be removed from Senior Concerns' mailing list shall be honored. Donors who supply Senior Concerns with their telephone number shall only be contacted by telephone regarding donations they have made. Senior Concerns does not participate in telephone fundraising activities.