



PO Box 71 – Greeley, CO 80632 – 970-351-0476 Administration – www.awpdv.org – info@awpdv.org
24-hour Crisis Line – 970-356-4226 – 866-356-4226 toll free

DONOR PRIVACY AND GIFT ACCEPTANCE POLICY

A Woman's Place is committed to respecting and protecting the personal privacy of our donors. We have developed this privacy and gift acceptance policy to allow donors the right to be informed on the collection information, how that information may be utilized, and process through which A Woman's Place may be contacted to remove donor information if they desire to do so (as allowed by federal and state requirements), as well as donation and gift acceptance procedures. This policy complies with Board of Director Bylaws 10.5.

Donor Information

A Woman's Place collects and maintains the following types of donor information when it is voluntarily provided to us:

- Contact information such as name, address, telephone number and e-mail address;
- Payment information including copy of check, credit or debit card information;
- Giving information including denominations and/or items;
- Information on events attended, publications received, and special requests for program information;
- Information provided by the donor to include donation comments (such as in memory of), questions, and suggestions.

Donors may contact A Woman's Place to review information that may have been collected about them. To review their information, donors or their legal representative should submit a request in writing specifying the donor's name, date, and amount or type of donation

Use and Disclosure of Information

A Woman's Place does not sell, rent, or trade its donor information obtained online or through any other business activities and does not share donor information with anyone else not directly affiliated with the organization except as necessary for routine business activities such as agency financial audits and government records requirements. Nor will A Woman's Place send donor mail on behalf of other organizations. **Donor names only, along with donation comments, may be listed on the agency's annual report unless the donor specifically requests that this information be withheld. The identity of donations over \$5,000 from foundations, government and business entities, and other organizations may be provided when requested by potential funders of AWP unless the donating entity specifically requests that this information be withheld. Individual donor names will not be provided to such third parties unless the donor has explicitly provided authorization.**

Confidential payment information is kept on file for accounting and IRS purposes. This information is shared with agency personnel, consultants, and board members only on a confidential and need-to-know basis. To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have implemented appropriate electronic, physical and managerial procedures to safeguard and secure the information we collect.

NOTE: Electronic payments made by donors through sources outside of A Woman's Place, including Colorado Gives and Paypal, are subject to the security of those websites. Donors are encouraged to read the privacy and security policies of these online sources. A Woman's Place is not liable for information donors share with these electronic sites.

Donor information may be used to analyze giving patterns in order to make more accurate budget projections, as well as to understand donors' interests in our mission and to update them on the organization's current activities. Reports, statistical data, and other anonymous aggregate information may be shared within the organization or other third parties at the discretion of the agency.

Removal of Information

It is the desire of A Woman's Place to communicate with donors according to their expressed preferences. If a donor wishes to be removed from our contact list, including but not limited to our quarterly newsletters and Christmas cards, donor's should contact us by phone (970) 351-0476, e-mail director@awpdv.org, or in writing to PO Box 71, Greeley, CO, 80632. Donors wishing to withhold their identity from our annual report, or donors with questions on these policies, may contact us through phone, email, or mail.

Gift Acceptance and Receipt of Donation

It is the policy of A Woman's Place to accept unrestricted gifts and gifts restricted for specific programs or services in the form of cash or in-kind property. No gift shall be for the personal use of an employee, volunteer/intern, or Board member unless specifically designated by donor (e.g. Christmas gifts for advocates, flowers for advocate office, food donation for meeting).

All donations shall be acknowledged unless otherwise indicated by the donor. Donations made on a scheduled timeframe, such as monthly employee contributions, may receive acknowledgement on an annual basis to include the total gift. Acknowledgement letters and cards will include the amount of the gift as well as any designated purpose for which the donation was made. Donations made through a third party may receive a thank-you letter or card in place of a receipt as required by the third party organization, as well as any state and federal regulations. If appropriate, the acknowledgement will reference any special recognition that may apply to the gift. Donations in conjunction with a possible fundraising event will list separately the cost of the benefit received by the donor. In-Kind donations shall be tracked by the agency in accordance with federal and state guidelines for record, tax, and accounting purposes.

The Board of Directors may seek the advice of legal counsel prior to accepting a donation when appropriate. Examples might include gifts of securities or those involving contracts or real estate transactions. The Board of Directors and Executive Director reserve the right to review the potential opportunity of a donation to ensure the gift is in the best interest of the organization and, if necessary, respectfully decline any gift.

Changes to Donor Privacy Policy Gift Acceptance Policy

A Woman's Place reserves the right to modify this Policy at any time. Dates of changes approved by the Board of Directors will be noted at the bottom of the privacy policy. Any changes to the policy which may be less restrictive will apply only to donations received after the date of approval listed.