

HOPE COALITION

DONOR PRIVACY and FUNDRAISING

POLICY

DONOR PRIVACY POLICY

HOPE Coalition provides a secure environment for collecting donations and maintains internal controls governing the safekeeping of all confidential donor financial and personal information.

HOPE Coalition does not copy, reproduce, publish, post, distribute, share or sell, the name, personal contact information or description of donors to any outside individual or business. Exceptions are those required by law, requested in grant applications or in connection with bank credit or debit card transactions made with prior knowledge or consent of the donor.

Credit card numbers are used only for donation or payment processing and are not retained for other purposes. HOPE Coalition uses secure technology to accept online credit card donations through GiveMN/Razoo. Only the donor contact information and the date and amount of the gift are shared by Razoo with HOPE Coalition. Credit card information is not retained, nor is it shared with HOPE Coalition when utilizing this service. Although secure, HOPE Coalition cannot absolutely guarantee that the credit card data will be secure, and HOPE Coalition is not liable for information a donor shares with another party.

All donor contact information and donation history is contained within two databases (GiftWorks and Microsoft QuickBooks) that are located on a secured network. Access to these databases is password protected and limited to authorized HOPE Coalition personnel only.

All hard copies of donor information are retained in accordance with HOPE Coalition's Document Retention Policy and are kept in locked, secure locations. Once no longer necessary, donor information is destroyed completely and securely.

HOPE Coalition does acknowledge donors by name and/or description of donation, in certain printed material such as newsletters, brochures, annual reports, press releases, event invitations or programs, stationery, solicitation letters or other means of expressing appreciation for the donor's assistance. HOPE Coalition will provide, at least annually, a means (such as a check-off box) for both new and continuing donors to inform the charity if they do not want their names acknowledged on any of the printed materials mentioned above. A donor wishing to view samples of these publications may do so by contacting the organization at the address listed above.

If a donor chooses to "opt out" of any acknowledgement listings in printed material, the donor's name and address are made available only to staff or board members of HOPE Coalition who are responsible for managing the business of the corporation. Requests to "opt-out" may be verbal or written. A printed copy of HOPE Coalition's Donor Privacy Policy will be mailed to a donor upon request and is also available on the corporation's website at www.hope-coalition.org. All records of donations to HOPE Coalition are maintained by the corporation according to the applicable standards of record retention in effect at the time of the donation. All records will be maintained in a secure location of the organization.

FUNDRAISING POLICY

Fundraising solicitations and information, distributed by any means, are accurate, truthful and not misleading, both in whole and in part. The agency spends no more than five percent (5%) of total support and revenue (excluding program service revenue and investment income) on fundraising expenses. Contributions received with donor-imposed restrictions are used only for that purpose.

The corporation has a donor privacy policy in place that sets forth the duties and obligations of HOPE Coalition with respect to contributions of a donor. Donor names and addresses are not shared or sold to outside organizations unless required by law. HOPE Coalition does not act as a fundraising agent for other organizations or make financial contributions to other organizations or agencies except to meet specific needs, such as memberships to mission-based organizations (ex. Minnesota Coalition for Battered Women annual membership dues.)

All dates for fundraising events or activities are approved by the HOPE Coalition Board of Directors, and all printed and electronic (or materials to be posted online) materials are approved by the HOPE Coalition Development Office. HOPE Coalition provides receipts/acknowledgements to donors for all cash and non-cash contributions as outlined in IRS Requirements for Donor Documentation and Sample Acknowledgement Letters. Each fundraising event and activity conducted for the benefit of a program service and/or the general philanthropic program of the corporation realizes a surplus of at least fifty percent (50%) of total receipts. Tickets and/or invitations for all fundraising events show the amount of the ticket; fair market value and description of goods and services received, if applicable; the amount that is tax deductible and the words "Retain for Tax Purposes" are on the portion retained by the donor.