

# HOPE COALITION POLICY ON DISCONTINUING CONTACT UPON REQUEST

1. Policy: It is the policy of HOPE Coalition to discontinue contacting any person upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent.

HOPE Coalition shall maintain a record of all requests by persons who indicate to HOPE Coalition, its professional fundraiser, and other agents, that they do not wish to be contacted by or on behalf of HOPE Coalition.

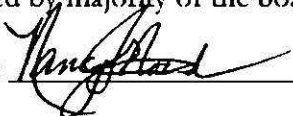
2. Limitation: This policy does not prohibit contact by HOPE Coalition that is solicited by a person or a person's representative, even if the person or his/her representative have requested to be placed on the "do not contact list." Contact by HOPE Coalition that is solicited by a person whose name appears on "do not contact" list shall be limited to providing a direct response to the person's inquiry and shall not cause the person's name to be removed from the "do not contact" list.

3. Procedure: Upon a person's (or a person's authorized representative's) request that HOPE Coalition discontinue further contacts, the person's name and address will be promptly removed from HOPE Coalition's database or modified to insure that no further contact is made with the person. HOPE Coalition will also take steps to insure that the person's name is removed from any external databases or records under HOPE Coalition's control.

4. Permanent Record: HOPE Coalition will maintain a record of all requests for discontinuance of contacts, effective with the adoption of this policy by HOPE Coalition's board of directors. Oral requests will be recorded in writing by the staff of HOPE Coalition and maintained with the written requests. The records of persons who have made such a request will be maintained by HOPE Coalition to the extent necessary for legal or liability purposes.

Adopted by majority of the board of directors of HOPE Coalition this 22<sup>nd</sup> day of May, 2011.

Signed: \_\_\_\_\_

  
Nancy Nord, Secretary  
HOPE Coalition  
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Red Wing, MN 55066