

## DONOR PRIVACY STATEMENT

### Assistance League of Phoenix

- Assistance League of Phoenix declares that recognition of donors is an important principle of its operation.
- Assistance League of Phoenix will publish the name and giving level of donors as a way to acknowledge and express appreciation to donors and to encourage others to follow their example.
- Donors of goods to fund-raising opportunities, such as an auction or sale, shall be listed by name and gift, not by dollar amount.
- It is the responsibility of Assistance League of Phoenix to recognize all donors for all giving occasions. This recognition includes, but is not limited to, the monthly newsletter, event programs, brochures, annual report, Website, fact sheet, donor plaques, signage, news releases, and video.
- Every donor of cash, investments, goods, or services will have the opportunity to be excluded from such recognition. It is the responsibility of Assistance League of Phoenix to provide such opportunity for all giving communications. This would include, but not limited to, letters of solicitation, acknowledgement letters/cards, return envelopes, invitations, newsletter articles, flyers, brochures, and announcements.
- All solicitation forms for cash or in-kind donations shall have a box for the donor to indicate a desire not to be included in such lists. Following is suggested wording for cash gift solicitations:
  - \_\_\_ Please do not include my name in any published list of donors.
  - \_\_\_ You may include my name, but not the level of giving, such as circles or clubs
- In the case of a grant or spontaneous gift, the acknowledgement or thank you letter shall include a statement such as the following:  
“no goods or services were provided for this donation”
- Assistance League of Phoenix will publish the name and giving level of donors as a way to acknowledge and express appreciation to donors and to encourage others to follow their example. If you do not wish to be included in such recognition, you must notify Assistance League of Phoenix in writing.
- When a donor requests that his or her gift or fund be treated as an anonymous gift, the donor’s wishes will be honored by all members of Assistance League of Phoenix.
- The organization shall not copy, reproduce, publish, post, distribute or sell the personal contact information or exact amount of cash donation of any individual or business without the written consent of the donor except as required by law or for processing, such as a credit card transaction.

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- This policy applies to all contributions given to Assistance League of Phoenix, including those to the capital campaign, all fund-raising events, all special fund-raising projects, and all other fund-raising activities.
- This Donor Policy shall be provided upon request to anyone.