

YWCA Central Alabama Donor Relations Policy Statement

Introduction

YWCA Central Alabama uses financial support from its donors to fulfill its mission and strives to earn the trust of its donors by taking measures to promote transparency and accountability to the public at all times, while respecting the desire of any donors who wish to remain anonymous. This Donor Relations Policy aims to clarify YWCA Central Alabama's policies and procedures regarding recognition of gifts, donor privacy, and honoring donor intent.

Mission:

YWCA Central Alabama is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Vision:

Our vision is to create a more caring community. The YWCA plays a leadership and collaborative role in working to achieve positive change in the lives of women, children and families in the Central Alabama region.

The Donor Bill of Rights

YWCA Central Alabama adopts and espouses The Donor Bill of Rights, created by the American Association of Fund-Raising Counsel (AAFRC), the Association for Healthcare Philanthropy (AHP), the Association of Fundraising Professionals (AFP), and the Council for Advancement and Support of Education (CASE).

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

- 1. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.*
- 2. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.*
- 3. To have access to the organization's most recent financial statements.*
- 4. To be assured their gifts will be used for the purposes for which they were given.*
- 5. To receive appropriate acknowledgement and recognition.*

6. *To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.*
7. *To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.*
8. *To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.*
9. *To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.*
10. *To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.*

Donor Relationships and Privacy

YWCA Central Alabama is committed to honoring the privacy and the wishes of our supporters at all times. We collect and maintain only personal information that is specifically and knowledgeably provided to us by individuals or their companies.

YWCA Central Alabama will never exchange or sell donor information. We will only share personally identifiable information with a third party if (i) we are required to by law (ii) it is necessary for completing an authorized operation, for instance to process a credit card transaction, or (iii) if the person submitting the information asks that it be shared.

Transparency

YWCA Central Alabama recognizes that donors must be assured that their contributions will be used prudently and in accordance with the intent for which they were given. Information regarding the manner and purposes in which resources are allocated shall be made readily available to donors through disclosure of the organization's most recent financial statements and IRS Form 990. In addition, the identity of the organization's fiduciaries, its governing board and its senior management shall also be disclosed to donors.

Donor Intent:

YWCA Central Alabama honors the intentions of donors by using restricted funds for the expenses that meet the donor imposed restrictions. The Chief Executive Officer forwards all restricted grant and contribution letters to the Chief Financial Officer. The Chief Financial Officer ensures that restricted revenue and expense transactions are segregated by code in the financial accounting system. Reports are generated by the financial system and sent to the donor as required. As part of the annual

audit, the independent auditors review all grant and contribution-related correspondence and review the financial transactions to ensure that any restrictions imposed are met.

Gift Acknowledgement and Recognition

YWCA Central Alabama recognizes donors' philanthropic contributions by various means, respecting the desires of those donors who wish to remain anonymous. Gifts accepted, regardless of value or form, shall be acknowledged in writing to the donor, and in accordance with the Internal Revenue Code and US Income Tax Regulations and will be recognized in accordance with the wishes of the donor.

Gift Acceptance Policy

YWCA Central Alabama seeks outright gifts and future gift commitments that are consistent with its mission. Donations generally will be accepted from individuals, partnerships, corporations, organizations, government agencies or other entities—unless acceptance of gifts from a specific source is inconsistent with the organization's beliefs, values and mission.

The Executive Committee of the Board will review any gifts that are not consistent with the mission or present a liability or special obligation on the organization.

The YWCA will not accept gifts from companies whose products may be harmful to our clients or from donors whose requests for public recognition are incompatible with our philosophy of appreciation. The YWCA accepts for gifts for unrestricted, restricted and endowment purposes.

When gifts with restrictions are accepted, restrictions will be honored. These restrictions will be detailed in the donor's gift or pledge commitment letter.

Donor information that should be private and confidential will not be made public.

Review and Amendment of the Donor Relations Policy

The Executive Committee of the Board of Directors shall have the authority to review and recommend modifications to the Donor Relations Policy.