

William Byrd Community House Donor Policies

Purpose of donor relationship and solicitation practices and procedures. It is the policy of William Byrd Community House that solicitations for funds or in-kind support are free from undue influence or excessive pressure, and are respectful of the needs and interests of the donor or potential donor.

William Byrd Community House (WBCH) affirms the "Donor Bill of Rights"* -- that all donors have these rights:

1. To be informed of the mission of WBCH, of the way WBCH 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 governing board of WBCH, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to WBCH'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 prompt and appropriate acknowledgement and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing WBCH will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of WBCH, or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists of WBCH.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Implementing the Donor Bill of Rights

Honoring the known intentions of donors. It is the practice of William Byrd Community House to honor the expressed intention of donors for the use of the financial contribution they have entrusted to the organization.

- Use of the contribution is communicated in the thank you letter.
- When appropriate, the contribution is booked to the intended account or class by the bookkeeper.
- If the use of the funds is for a future project, the contribution is banked in a savings account, certificate of deposit, etc., when appropriate.
- Reports of the designated project include the donor's name when appropriate.

Privacy and confidentiality of donors

- Donor address and amount of contribution is not publicly revealed by WBCH without prior consent of the donor. WBCH general practice is to reveal only donor name and numerical range of gift in reports to the board of directors and in public materials, including the website.
- The stated preference of any donor for anonymity will be honored. The donor management software or other internal-only record keeping may record the donor's name. Public reports of contributors will list "Anonymous."
- A donor's request for curtailed solicitations from WBCH will be honored.

Mailing list policy: It is the policy of William Byrd Community House not to sell, give, or otherwise share our donor list, mailing information or email address with any other organization or person.

Solicitations by others on behalf of Keystone: Solicitation of contributions on behalf of William Byrd Community House by any party, such as staff, volunteers, consultants, contractors, other organizations, or businesses, must be with the consent of and under the supervision of the development officer. The development officer shall review any material written by others regarding the mission or programs of Keystone prior to its distribution. If the development officer has any doubts about the professionalism, ethics, accuracy of communication, or any other aspect about the third party contributions solicitation, the executive director shall be consulted. The development officer and executive director reserve the right to refuse participation in, or receipt of funds resulting from, any solicitation they deem to violate Donor Relationship and Fund Solicitation Policies.