

## **CIVIC COUNCIL DONOR POLICY**

As a nonprofit, we rely on individual contributions to support our activities made by private citizens who believe in our work. So to ensure their generosity merits the respect and trust of the general public, and that donors and prospective donors can enjoy complete confidence in our fiduciary stewardship of their gifts, Civic Council declares that all contributors have the following rights:

- 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
- To expect the organization's governing board and officers to exercise prudent judgment in its decisions with regards to its responsibilities and accountability
- To have access to the organization's public documents upon request, including its nonprofit credentials from the IRS and its most recent financial statement
- To understand that while all donations are appreciated, the organization will not accept gifts from any donor that would impair or infringe on the organization's independence to pursue its mission, or endanger its integrity and reputation
- To be assured gifts will be used for the purposes for which they were given
- To receive appropriate acknowledgment and recognition
- To be guaranteed that information about contributions are handled with discretion to the extent provided by law, and that donor history remains confidential
- To be confident that the organization and any agents acting on its behalf have met all requirements for the solicitation of donations under state and federal laws
- To know that all contributions are processed and held in escrow by an independent third party prior to the distribution of any funds
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature
- To have their names withheld from mailing lists that the organization may intend to share or exchange with others, or have their names removed from the program's active mailing list upon request and according to the established procedure
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers

### **PROCEDURES FOR DONOR REQUESTS**

### Obtaining Documents

Materials prepared for public distribution, such as press releases, annual reports, congressional testimony or briefings, policy analysis papers, speeches, etc., are generally made available via the Internet on the websites of Civic Council's individual programs. We encourage citizens to browse those sites or they may obtain copies by contacting the Civic Council.

Certain documents that are considered public record but are not created for widespread distribution, such as the organization's IRS 990 financial form, may be obtained from the Internal Revenue Service, the attorney generals of the individual states where Civic Council is registered, or by written request to the Civic Council.

### Stopping Fund Appeals

A donor who no longer wishes to receive fundraising letters must contact Civic Council and ask the mailings be stopped. The request must specify for which program or programs the appeals are to be cancelled. The organization will then direct its data management firm to verify the name and designate the computer record as "Do Not Mail." Due to advanced printing deadlines and nonprofit postal delivery schedules, cancellation of fund appeals is not instantaneous. Donors are advised that previously produced materials using the names that appeared on the list at that time could arrive for at least 90 days following the request. They should also be aware that they may receive mail if additional computer records exist that differ slightly in name or address from that which was reported, or if a donation is received following the request.

### Requesting Restricted Access to External Mailing Lists

Although it is Civic Council's practice to rent or exchange mailing lists with other approved nonprofit organizations and commercial businesses, donors may request their names and addresses be withheld from outside groups, while remaining on the program's active list. Once the donor has informed Civic Council directly of his or her wish for restricted access, the data management firm will be notified to classify the record as internal only, not to be sold, rented or otherwise exchanged for use on the mailing lists of any external entity.