

Kristi House, Inc.  
Policies and Procedures

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Area: Personnel Policy

Director Review: \_\_\_\_\_

Title: **Donor Rights, Privacy, Confidentiality & Recognition**

Date: 4/1/2008

Review/Revise Dates:

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**POLICY:**

Kristi House donors are of critical importance to the continued provision of services to children in need. Their philanthropy is based on voluntary action for the good of the children and families Kristi House serves. To ensure that the philanthropy of donors and prospective donors merits the respect and trust of the general public, and so that they can have full confidence in Kristi House and its work to heal and prevent child sexual abuse, Kristi House sets forth the following policies regarding its donors.

**Donor Bill of Rights**

Kristi House has adopted a Donor Bill of Rights from that created by the Association of Fundraising Professionals, the Association for Healthcare Philanthropy and others, and endorsed by numerous organizations.

- I. To be informed of Kristi House's mission, of the way we intend to use donated resources, and our capacity to use donations effectively for their intended purposes.
- II. To be informed of the identity of those servicing on our governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- III. To have access to Kristi House's most recent financial audit.
- IV. To be assured their gifts will be used for the purposes for which they were given.
- V. To receive appropriate acknowledgement and recognition.
- VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- IX. To have the opportunity for their names to be deleted from mailing lists.
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

**Donor Privacy & Confidentiality**

Kristi House respects the privacy of our donors. We protect personal information. We do not rent, sell or trade our mailing lists, without express written permission from donors. Name, address and other information provided by a donor will be used appropriately to provide information on Kristi House programs, special events or fundraising needs.

Kristi House strongly believes in protecting the confidentiality of information concerning donors. Donor records and other donor information are highly confidential and protected by organizational policy. The use of information for outside political or commercial purposes by any Kristi House employee, board member or volunteer is strictly prohibited.

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**Donor Recognition**

Because the philanthropy of one often inspires the philanthropy of many, Kristi House encourages donors to allow public recognition of them and the gifts they make. From time to time donor names may be listed in Kristi House publications and other forms of media, but only with donor approval. If at any time a donor wishes to not be acknowledged or to receive less correspondence or wishes to be removed from any of our communications, they can do so by contacting Kristi House by phone at 305-547-6832 or via email at [nbrown@kristihouse.org](mailto:nbrown@kristihouse.org) and we will gladly accommodate the request.