

207 Donation and Donor Policy

Section	Initiated	Last Update	Last Review	Related Procedure/Form	Page
Operations	November 2022		November 2022	See Appendix	1 of 2

Purpose:

To establish ethical standards of business practice.

Scope:

All Employees and Board Members

Policy:

All contributions and bequests to ProAct will be acknowledged in writing that includes the date, type of contribution, and an explanation of how the contribution or materials will be used or distributed.

- Donation information collected is name, email, phone number, mailing address, areas of interest and relationship to ProAct. This information will be used to process a donation, register for an event, or respond to questions and inquiries.
- Donor information will be collected by information provided (checks, donation envelopes, forms, etc.), signs up for an event or volunteering, etc.
- A Donor may contact ProAct by phone, in writing or in person to correct any information provided. ProAct Corporate Headquarters located at 3195 Neil Armstrong Blvd Eagan, MN 55121, info@proactinc.org, 651-686-0405.
- Monetary contributions will be acknowledged with a receipt for the actual amount.
- A monetary value will not be affixed to goods or materials; that is left to the discretion of the person or organization making the donation.
- All goods and materials donated will be used for the benefit of individual persons served or to enhance a program of services available to a larger group of persons served.
- Donations of stocks, bonds or property will be reviewed by the board prior to acceptance.
- Misappropriation of donated materials will be reported to appropriate authorities and may be cause for disciplinary or legal action.

Donor Bill of Rights

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:

- 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.
- 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.
- To have access to the organization's most recent financial statements.

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