

The Donor Bill of Rights was created by the American Association of Fund Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), the Association of Fundraising Professionals (AFP), and the Council for Advancement and Support of Education (CASE). It has been endorsed by numerous organizations.

The 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:

- I. 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.
- II. 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.
- III. To have access to the organization's most recent financial statements.
- 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 that an organization may intend to share.
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

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Privacy and Confidentiality of Donor Information Policy

Policy Statement:

Presbyterian Night Shelter respects, and is committed to protecting, the privacy of our donors and the information shared with us. Donor information will be kept confidential except in the event of donor recognition and only with the express permission of the donor. Presbyterian Night Shelter will not sell or share a donor's personal information to third-parties except as required by law.

Definition of donor information:

Donor information is defined as the name, any address, telephone number, gift history, or any other information pertaining to a donor or potential donor to the Presbyterian Night Shelter, which is gathered by the development office or representatives of the Presbyterian Night Shelter for development purposes.

Procedures:

Donor information is collected from contribution envelopes, checks, credit cards, in-kind gift receipts and a variety of other verbal and written sources. This information is kept confidential, with the following exceptions:

- Donor recognition statements in newsletters, annual reports, and other agency publications, unless the donor requests anonymity.
- Public recognition, such as event invitations, event advertising, and related materials, unless the donor requests anonymity.
- Any time the donor requests ALL information to be kept confidential. In the event that all information is requested to be kept confidential, the word "anonymous" will appear in all publications in place of the donor name. The donor name will be shared only with the Vice President of Development, Chief Executive Officer and Chair of the Board of Directors.

Donor information may be accessed and shared only by Presbyterian Night Shelter employees and board members who are authorized and who have a need to know in order to perform an authorized agency function or activity. Donor information shall be used solely for development purposes in accordance with applicable policies.

Donor information is not sold, shared or disclosed to third party organizations.

Third-party credit card processing organizations are not permitted to retain, share, store or sell donor information.

How We Use Your Information:

We may use information we collect from or about you with contracted service providers who work on our behalf and who have agreed to keep the information confidential and use the information solely to carry out the services that they are performing for us, including, but not limited to, service providers who process credit card transactions, facilitate our fundraising activities and campaigns, and deliver Targeted Advertisements on our behalf.

You may, at any time, choose to opt out of receiving mail from us by calling us at 817-632-7417 or emailing us at development@journeyhome.org. Please allow 30-60 days for your address to be removed from any mailings that are currently underway.

Accessing, Modifying, Updating, and Deleting Your Information:

We strive to keep our records as accurate as possible. You may, under applicable laws, have a right to access, correct, modify, or request the deletion of your Personal Information that you have previously provided to us at any time.

Please note that we may need to retain certain information for recordkeeping purposes and/or to complete any transactions that you began prior to requesting a change or deletion (e.g., when you make a donation or enter a promotion, you may not be able to change or delete the Personal Information provided until after the completion of such donation or promotion). There may also be residual information that will remain within our databases and other records, which will not be removed.

How to Contact Us:

If you have any questions about this Donor Privacy Policy or about our data practices regarding the information we collect, please contact us at:

Presbyterian Night Shelter
Attention: Development Department
PO Box 2645
Fort Worth, TX 76113
development@journeyhome.org
817-632-7417