



Donor Privacy and Fundraiser Policies & Procedures

FIRC is a 501(c)3 nonprofit agency committed to promoting stable families. All donations solicited on behalf of FIRC shall be used to further this mission and follow the policies and procedures outlined below.

Donor Privacy Policy

The Family & Intercultural Resource Center (FIRC) is committed to respecting the privacy of donors. The types of donor information that FIRC collects and maintains are as follows.

1. Contact information: name, address, telephone number and email address. Donors may be contacted periodically with information regarding upcoming events, program impacts and/or for solicitation purposes.
2. Giving Information
3. Information on events attended
4. Information provided by the donor in the form of comments and suggestions

FIRC uses donors' information to understand their interests in its mission and to update them on the organization's plans and activities. This information is shared with staff, board members, volunteers and consultants only on a "need-to-know" basis. All requests to remain anonymous shall be honored.

FIRC does not sell or share donor lists to any third party. Donors may request to be permanently removed from FIRC's mailing list by contacting the Development Director via email, phone or postal mail. All requests to be removed from FIRC's mailing list shall be honored. Donors who supply FIRC with their telephone number shall only be contacted by telephone regarding donations they have made. FIRC does not participate in telephone fundraising activities. If donors have comments or questions about FIRC's donor privacy policy, please email the Development Director or call 970-455-0223.

Fundraising Policy

Funds shall be solicited in a respectful manner and without pressure. All third parties not directly affiliated with FIRC who wish to solicit funds on behalf of the agency must acquire written permission from FIRC's Development Director prior to beginning any fundraising activities. Donor-designated restrictions on contributions shall be honored. FIRC is a non-profit 501(c)3 agency and contributions made to the agency are tax deductible according to the rules of the IRS. Written tax receipts shall be issued for all donations. If the donor receives anything in exchange for their donation, such as a dinner or event admission, the tax receipt shall clearly state what portion of the donation is tax deductible. At

the beginning of each calendar year, FIRC shall provide donors with written documentation of all tax deductible gifts received during the prior calendar year that total over \$99.

Fundraising Procedures

Financial Donations:

Upon receipt, all monetary donations shall be forwarded to the Office Manager for recording and deposit purposes. All donor-designated restrictions shall be governed appropriately. After funds have been coded, copies will be given to the Development Director. Donations are recorded in the donor database and acknowledged by the Development Director. All requests to remain anonymous shall be honored and flagged in the donor database as appropriate.

In-kind Donations:

The value of all in-kind gifts of food and donations to Summit Thrift & Treasure will be valued based on the donor's discretion. Donors of thrift store goods are encouraged to use the Goodwill Donation Value Guide for tax deduction purposes. Food bank donors are encouraged to use grocery receipts for their tax deductions. The Development Director will only record and acknowledge special case in-kind donations.