

**Lealman and Asian Neighborhood Family Center
(LANFC)**

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| EFFECTIVE DATE: 6/19/2013 | POLICY DESCRIPTION: Donor Rights and Confidentiality Policy |
| Executive Director Approval (signature & date) | Original Date: 6/19/2013 Reviewed Date(s): 4/29/20, 4/28/2021 Revision Date(s): |

The Lealman and Asian Neighborhood Family Center
Donor Rights and Confidentiality Policy

The Lealman and Asian Neighborhood Family Center (LANFC) supports the Donor Bill of Rights.

To assure that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

1. To be informed of the organization's mission, of the way the LANFC intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the LANFC Board of Directors and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the LANFC's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgment and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships of interest to the donor with individuals representing LANFC will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

The text of this statement is based on the Donor Bill of Rights as developed by the Association of Fundraising Professionals (AFP), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), and the Giving Institute: Leading Consultants to Non-Profits.

Donor Confidentiality

The Lealman and Asian Neighborhood Family Center maintains the highest level of respect for the privacy of its donors. All information concerning donors and prospective donors, including their names, addresses, telephone numbers, the names of their beneficiaries, the amount of their gift shall be kept strictly confidential by the Lealman and Asian Neighborhood Family Center, its staff and volunteers, unless permission is obtained by donors.

LANFC does not publish, sell, trade, or rent donor information. Donor sponsorship of special events, scholarships or other community efforts may receive public recognition as part of their contribution. Any donor request for anonymity will be honored.