



## CARBON VALLEY HELP CENTER

### Fundraising Policies and Procedures

Carbon Valley Help Center is a non-profit organization committed to its mission to “help people in immediate need move toward self-sufficiency by unifying Carbon Valley resources.” All donations solicited on behalf of the organization shall be used to further this mission and follow the policies and procedures outlined below.

#### Fundraising Policy:

Funds shall be solicited in a respectful manner and without pressure. All third parties not directly affiliated with CVHC who wish to solicit funds on behalf of the organization must acquire written permission from the board president prior to beginning any fundraising activities. Donor-designated restrictions on contributions shall be honored. The CVHC has the right to refuse any donation that would force a compromise of its mission. The CVHC is a non-profit 501 (c) (3) organization and contributions made to the organization are tax deductible to the fullest extent of the law. Written tax receipts shall be issued for all donations. If the donor receives anything tangible in exchange for their donation, such as dinner or event admission, the tax receipt shall clearly state what portion of the donation is tax deductible. Upon request, the CVHC shall provide a donor with written documentation of all tax deductible gifts received during the prior calendar year

#### Fundraising Procedures:

Upon receipt, all monetary donations shall be forwarded to the program coordinator for data entry and recording purposes. After the funds have been properly documented in the donor data base by the development staff, any checks received are deposited the same day as receipt. Cash donations are to be deposited within two days of receipt and are secured in a locked cabinet until taken to the bank. Any correspondence accompanying the gift shall be circulated to the president of the board of directors. A copy of the deposit report is reviewed by the treasurer. The program coordinator shall prepare an acknowledgement letter for each donor, to be signed by the board president. The bookkeeper posts the deposit according to accounting procedures and per the GL code listed on the deposit report. All donor-designated restrictions shall be communicated to the bookkeeper so that they may be recorded and tracked appropriately. All requests shall be recorded in the donor database and acknowledged according to development and accounting procedures.

#### Donor Privacy Policy:

Unless other permission is granted, the CVHC uses donor information only for recording and acknowledgement purposes and to further our means of communication with the donor. The CVHC does not sell or share donor lists. Donors may request to be removed from the CVHC’s mailing list by contacting the program coordinator by email, phone or letter and all such requests shall be honored. Donor phone numbers and emails may be used to contact the donor regarding a specific donation question or to solicit participation in events. However, the CVHC does not participate in phone-a-thons, nor solicit outside contractors for telephone fundraising activities.

## Privacy Promise:

Whether you are a donor, a volunteer, an organization, or a community partner, our commitment to conduct business honestly and protect your privacy is at the heart of our Privacy Promise. We respect your confidentiality. CVHC requires that your personal information be held in strict confidence. We use your information only for its intended purpose. We do not sell or trade your information to other organizations or individuals. We protect your information. CVHC takes every possible measure to insure that your information is not compromised in any way. Other than as indicated, no one other than staff has access to your information. We allow access to your information to specific funding sources only as mandated by contractual requirements. Our privacy promise extends online to our internet website. Online event registration information is transmitted via a secure server using encryption technology. Some online forms on our website are created with third party software through a contract with a trusted registration software provider that also utilizes encryption technology. If you choose to send us email, we may retain the contents of your email message, our reply and your email address as part of our ongoing customer service efforts. We reserve the right to contact you after you have contacted us and may send future email and/or surveys to you about CVHC. You may notify us via email if you wish to discontinue electronic communication. We keep accurate records. We keep your personal information as accurate, complete, and up to date as is required to fulfill the purpose(s) for which you provided us with your personal information. Upon request in writing we will remove your personal information from our databases, except where legislation or regulation requires our retention of it (for example, charitable giving history tied to income tax receipts.) If you have any questions about our website or our Privacy Promise, please contact the office at 303-833-6626 or [robinmonthei@carbonvalleyhelpcenter.org](mailto:robinmonthei@carbonvalleyhelpcenter.org).

July 7, 2023