



# Donor Confidentiality and Fundraising Policies

## **PURPOSE**

This policy has been established to ensure confidential treatment of donor documentation. All information concerning donors or prospective donors, including their names, addresses and telephone numbers, shall be kept strictly confidential by the Fanconi Anemia Research Fund (FARF), its board, staff and volunteers, unless permission is obtained from donors to release such information. This includes donations received by all means (online and offline). FARF will not trade, share or sell a donor's personal information without explicit consent from donor. Additionally, FARF will not send donor mailings on behalf of other organizations.

## **A. Gift Acceptance Policy**

The FA Research Fund actively solicits gifts and grants to further the mission of the Fund. The acceptance of certain gifts could compromise the ability of the organization to accomplish its goals or could jeopardize its exempt status. Hence, the following gift acceptance policy applies:

**1.** The FA Research Fund's responsibility is to solicit donations that shall further the organization's mission, goals, and objectives, consistent with appropriate answers to the following questions:

**a. Compatibility of Cause:** Shall the gift unnecessarily challenge the organization's ability to further its mission, goals, or objectives?

**b. Public Relations:** Does the acceptance of the gift present the organization in an unfavorable light? Does it appear that there may exist a conflict of interest between the donor and the organization?

**c. Form of Gift:** Shall the nature of the contribution create problems?

**d. Source of Gift:** Who is the donor? Is the gift from an individual or a corporation? Does the donor represent a perceived conflict of interest, or might the donor's objectives not fit with the mission of the organization?

**e. Obligations or Encumbrances accompanying the Gift:** Shall acceptance of the gift create obligations or encumbrances that create a monetary or legal liability for the Fund?

**2.** The Executive Director and the Board of Directors have the authority to solicit and/or accept gifts on behalf of the Fund.

3. The FA Research Fund reserves the right to decline any financial commitment, gift, or bequest, as well as the right to determine how a gift shall be credited and/or recognized.

## **B. Donations**

### **1. Confidentiality**

Except for the provisions regarding disclosure of donations in this policy, FA Research Fund employees shall keep confidential the names of donors to the Fund and personal information about such donors, shall not confirm whether or not a particular individual or organization has donated funds, and shall keep confidential the amount donated.

### **2. Donations in Honor of an FA Patient or Family**

If a donor makes a donation in honor of or in memory of a specific FA patient, the Fund shall notify that patient or his/her family of the name of the donor and may provide the donor's address so that the FA family may thank the donor.

Additionally, if a donation is made to the Fund in an envelope with the name of the FA family written on the address line or if it is clear by some other notation or action of the donor that he or she believes that the FA family shall be made aware of the amount of the donation, the Fund shall reveal to the soliciting FA family the amount of the donation. Similarly, if a donation to the FA Research Fund is made directly to an FA family with a request to forward a check written to the FA Research Fund, the FA family shall obviously be aware of the amount of the donation.

### **3. Anonymous Donations**

The FA Research Fund shall keep confidential the identity of a donor who requests anonymity except to the extent that the Fund is legally required to reveal the identity of the donor.

### **4. Receipts to Donors**

The Executive Director shall acknowledge donations to the FA Research Fund by sending a letter of thanks to the donor with the following notation regarding the tax deductibility status of the donation:

#### **a) Donation via check or cash:**

- 1) The letter shall include the line: "Receipt for tax deductible donation."
- 2) The actual amount in dollars of the donation shall be listed in the letter.

3) The date of the check shall be listed in the letter.

**b) In-Kind Donation:**

1) The letter shall not include the approximate value of the donation but shall include the line: "We suggest that you consult with your tax advisor to establish an amount for your contribution."

**c) Donation of stock:**

1) The letter shall acknowledge the following:

a) The date of receipt AND

b) The number of shares of the specifically identified donated security;

2) The date of the receipt shall be defined as either:

a) The day the share certificates were delivered to the FA Research Fund office; or

b) The date the share certificates were transferred to the FA Research Fund brokerage account through a broker-to-broker transaction.

3) The receipt given to the donor shall indicate the value of the stock on the date of the receipt, which shall include the high value of the stock on that date, the low value, and the average value.

**Procedure:** Adding the high value and the low value and dividing the total by two shall determine the average value. That amount shall then be used to multiply the shares of the stock donated (using just two decimal points). That total shall then be rounded up if the third decimal is 5 or more. Example, a high of 50.20 and a low of 49.11 equals 99.31. Dividing by 2 equals 49.655. Multiply 49.65 times the number of shares. If the total has three decimal points, round up if the third decimal is 5 or more.

**d) Donation of real or personal property:** Donors are responsible for obtaining their own appraisals for tax purposes of real property or personal property being given to the FA Research Fund and for any fees or other expenses related to such appraisals. The Fund retains the right at its own expense to obtain its own qualified appraisals of real property or personal property being offered as a gift.

The FA Research Fund shall acknowledge receipt of gifts of personal or real property in accordance with IRS requirements and shall sign any IRS form or other documents necessary for the donor to obtain a tax deduction for such gifts, so long as such acknowledgment does not entail valuing the gift.

Donors shall be strongly encouraged in all cases to consult with their own independent legal and/or tax advisors about proposed gifts. No representative of the FA Research Fund shall provide legal or tax advice to any donor or prospective donor.

## **C. Family Fundraising**

### **1. Fundraising Events**

The staff of the FA Research Fund shall strongly encourage FA families to raise funds for research, family education and support or other Fund activities.

**a. Event Insurance:** The fund shall suggest that the sponsors of a fundraiser secure event insurance. When the FA Research Fund assists in a particular fundraising event by providing supplies, publicity, etc., the Fund shall ask the sponsors of the event to secure event insurance. If they are unable to do so, the FA Research Fund may secure such insurance.

**b. Advancement or Reimbursement of Fundraising Costs:** Prior to the receipt of any funds from such an event, the Executive Director may authorize the payment from FA Research Fund monies of the costs of a fundraising event sponsored by or on behalf of an FA family. The Executive Director or designee shall discuss the nature of the event, the anticipated profit and costs with the FA family prior to making the decision to advance or reimburse the costs and shall encourage the FA family or other sponsor(s) to keep the costs of the event as low as possible.

**c. Fundraising Consistent with the Fund's Tax-Exempt Status:** The FA Research Fund shall not solicit money for use by a specific individual or family.

**d. Request That Checks Be Written to the FA Research Fund:** Whenever possible, the FA Research Fund shall ask the sponsors of FA Research Fund fundraising events to have the donation checks made out to the FA Research Fund rather than to the sponsor or another person.

## **2. Joint Bank Accounts with FA Families for Fundraising Purposes**

At the discretion of the Executive Director, the Fund may open an account in a bank in the locality of a particular fundraising family if the Executive Director and/or Board of Directors believe that the publicity and/or good will of having such an account would override the difficulty of maintaining an additional account. Under no circumstances shall the FA Research Fund enter into a joint bank account with a fundraising family or any other entity.

***Approved by resolution of the Board of Directors, 7-15-2013.***