

	<p>Policy Section 5: FUNDRAISING & DONORS</p> <p>Policy: Donor Recognition</p> <p>Policy # 5.2</p> <p>Approval: March 27 2018</p>
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1. Purpose:

To articulate a policy regarding the timely and appropriate recognition of donors to the Flower Cart Group (FCG).

2. Definitions:

- 2.1 Gift – a voluntary transfer of property
- 2.2 Donor – a private individual(s), corporate body (for-profit or not-for-profit), benevolent organization, etc.

3. Detailed Policy Statement:

- 3.1 The FCG will thank and recognize all donors for their gifts in a timely manner.
- 3.2 All donor information will be held in confidence. The FCG will not sell, trade or otherwise disclose donor information of any kind to a third party except that which may be required by law.
- 3.3 Donor’s must agree if their gifts are to be publicly recognized and may specify the information to be made public. Donor requests for privacy/anonymity will be respected.
- 3.4 All gifts to the FCG will be used to further its purposes and the welfare of its participants. Gifts designated to support a specific FCG purpose or project will be used accordingly.
- 3.5 Donors will be made aware of the donor recognition protocols.

- 3.6 All forms of donor recognition will be supportive of and complement the FCG’s vision, mission and values. Donor recognition protocols will ensure that FCG’s reputation and on-going operations are not negatively impacted.
- 3.7 Recognition of a donor may be revoked if information regarding the donor and/or gift subsequently comes to light that may cause the FCG’s reputation to be harmed.

4. Implementation:

- 4.1 Whether a gift is given to the FCG in support of on-going operations or as part of a capital campaign, the donor will be thanked as soon as practically possible. Donors will be thanked on an on-going basis in accordance with a regularly scheduled protocol.
- 4.2 Donor recognition can take many forms. For the most part, it will be driven by the level of giving and agreements reached between the FCG and respective donors.
- 4.3 Gifts/donations to a capital campaign will be designated in support of a large project. A capital campaign presents unique opportunities for a range of significant gifts and other donations requiring its own donor recognition protocols.

5. Applicability: Board of Directors, Executive Director

6. Policy Authority: Board of Directors

7. Associated Policies, Procedures and Documents:

- 7.1 Board Policy 2.4 – Confidentiality of Information
- 7.2 Board Policy 5.1 – Gift Acceptance
- 7.3 Board Policy 5.3 – Third-Party Fundraising
- 7.4 Board Policy 5.4 – Fundraising
- 7.5 Donor Bill of Rights

8. Record of Amendments:

<u>Revision#</u>	<u>Summary of Revision</u>	<u>Date Approved</u>
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