**NLN Affiliated Constituent League**

**Policy and Procedure**

Sample Template

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| --- | --- |
| policy number | **9.2** |
| policy name | Donor Relations |
| **date of origin** | (Date) |
| purpose | * This succinct policy highlights some of the key elements in donor recognition. |
|  |  |
| 1. **policy** | **Donor Intent.** Donors’ wishes will be considered to the extent possible, as long as their intended use of funds is in keeping with the purpose of XYZ and with the policies and priorities of the organization as expressed in the corporate plan. XYZ will not accept a gift for which it is incapable of honoring donor intent.  **Acknowledgment**. All gifts, regardless of value, form, or stipulations, shall be acknowledged by XYZ in the form of a written substantiation, including a gift receipt.  **Recognition**. Formal recognition of donors includes methods that convey appreciation to the donor and provide opportunities for public acknowledgment.  **Public Notice**. XYZ will respect a donor’s wish to remain anonymous.  **Confidentiality**. The fund development unit shall maintain confidentiality concerning all correspondence regarding contributions, gift records, prospect cards, and other data on donors, and will ensure that this donor information is used on a need-to-know-basis only for the support of fund development for XYZ. |

Revision Dates: