

## **FRIENDS OF THE YOLO BRANCH LIBRARY OF YOLO DONOR RELATIONS POLICY**

The Friends of the Yolo Branch Library of Yolo believes that one of the best ways to encourage continued support from donors is to recognize and thank them for their generosity. The Friends also believes that recognizing donors not only builds good relationships with current donors, but also motivates other donors to give and increase their giving. The Friends thanks supporters throughout the year, such as recognizing donors at special events, in public settings, in print materials, on social media, and on the Friends of the Yolo Branch Library of Yolo website.

1. **Donor Intent.** Donors' wishes will be considered to the extent possible, as long as their intended use of funds is in keeping with the mission, purposes, policies, and priorities of the Friends of the Yolo Branch Library of Yolo. The Friends Board of Directors will not accept a gift for which it is incapable of honoring the donor's intent.
2. **Acknowledgment.** All gifts shall be acknowledged by the Friends of the Yolo Branch Library of Yolo in the form of a written format, including all information required by the IRS.
3. **Recognition.** Formal recognition of donors includes methods that convey appreciation to the donor and that provide opportunities for public acknowledgment. Before publicly recognizing donors, the Friends of the Yolo Branch Library of Yolo will be certain to have the donor's permission and know the exact way the donor wishes to be listed— such as individually, with professional credentials, as a couple, or anonymously. To obtain this information, the Friends will request this information on the donor material used by the organization. The Friends of Yolo Branch Library of Yolo will respect a donor's wish to remain anonymous to the extent allowed by law. All donor recognition preferences will be retained in the organization's files.
4. **Confidentiality.** The Friends of Yolo Branch Library of Yolo shall maintain confidentiality concerning all correspondence regarding contributions, gift records, and other data on donors and prospective donors, and will ensure that this donor information is used on a need-to-know-basis only for the support of fund development for the Friends of the Yolo Branch Library of Yolo. The Friends of the Yolo Branch Library of Yolo will not sell, rent, lease or trade its mailing list.
5. **Confidentiality Agreement.** Staff, board members, and volunteers must read and sign the confidentiality policy agreement below.

**FRIENDS OF THE YOLO BRANCH LIBRARY OF YOLO  
CONFIDENTIALITY AGREEMENT**

In performing their duties, Friends of the Yolo Branch Library of Yolo staff, board members, and volunteers are privy to information about individuals and families, such as giving history, assets, wealth and family relationships. This is especially true for staff, board members, and volunteers involved in fundraising and development activities. Due to the sensitivity of this information, it is important that all Friends of the Yolo Branch Library of Yolo staff, board members, and volunteers adhere to the policy that information shared with them remains confidential, is not discussed with others in private or public settings, and is not disclosed or used for any other purposes.

I have read the Friends of the Yolo Branch Library of Yolo Donor Relations Policy and the Donor Bill of Rights, and I agree to comply with this policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name