

## DONOR RELATIONS AND RECOGNITION POLICY

In raising funds from the public, the Spokane Parks Foundation will respect the rights of donors as follows:


- Provide truthful information in its materials
- Disclose important and relevant information
- Allow access to the Spokane Parks Foundation's most recent financial reports
- Disclose identity of the Spokane Parks Foundation's governing board
- Exercise prudent judgment in its stewardship responsibilities
- Respect privacy concerns and requests to be anonymous
- Honor donor intent, except as set forth in the Foundation's Gift Acceptance Policy
- Use gifts for purposes for which they are given
- Acknowledge gifts of all sizes with written gift receipt
- Provide appropriate acknowledgement and recognition
- Maintain confidentiality of gift records and data on donors and ensure that this information is used on a need-to-know basis only for the support of fund development for the Spokane Parks Foundation
- Not share names or mailing lists with other organizations


The Spokane Parks Foundation reserves the right to remove a donor's name from any place of recognition or use if the association with the donor or business becomes a negative PR issue by actions not in keeping with the Spokane Parks Foundation's image, mission and values.

The foregoing Donor Relations and Recognition Policy was adopted by the Board of Directors of the Spokane Parks Foundation by consent.

Approved By The Board Of Directors on:

Date: 5/20/2013

  
President

  
Secretary