

## **Recommended Fund Raising Policies**

1. All types of fund raising, all solicitations, any request involving the planning, construction or expansion of a building or fund to be funded by private sector gifts will be coordinated by the Development Office.
2. The Development Office records and acknowledges all gifts including cash, pledges, securities, trusts, insurance policies, real estate and other gifts-in-kind. All gifts are processed through the Development Office before being deposited in any account according to established Gift Processing Policies. The Development Office maintains complete and accurate records of every donor and donor confidentiality. In-kind and restricted gifts are reviewed for acceptance appropriateness by the Development Office. Should a gift be deemed as inappropriate, the donor is counseled through the development office to remove or modify the restrictions.
3. The Development Office establishes and maintains up-to-date information regarding the amount of gifts expected or required for a campaign.
4. Independent appraisals are secured and tax consequences are established for in-kind gifts including securities, negotiable assets, real property, books, equipment, and works of art, by the Development Office prior to the acceptance of the gift.
5. Gifts by bequest and information required by attorneys and executors, etc. are referred to the Development Office.
6. The Development Office maintains matching gift information.
7. The Development Officer formulates the budgets for fund raising programs with the approval of the finance manager.
8. Any literature used to attract funds shall be coordinated through the development office. The office maintains a schedule of mailings and solicitations.
9. The Development Office is responsible for compiling official records on all private gifts such as 990 tax information on special donors.
10. The Development Office establishes and maintains prospect and resource files for providing timely and relevant information about prospects and donors.
11. When volunteers are used in the solicitation process, the Development Office assists in the selection, recruitment, and training of such volunteers.
12. All cultivation and solicitation of any nature to corporations and foundations must be coordinated through the Development Office. This includes any contracts between the organization and funding source.

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13. The Development Office, in coordination with the CEO and PR Departments, will prepare any public statements about any gifts including designated and restricted gifts.
14. Securities are transferred in such a manner that the donor and the development officer sign specific documentation verifying the specific date of the actual transfer and the traded dollar amount. The Development Officer does not make the decision as to whether the stock is sold or retained.
15. All requests for funding made by staff or volunteers must be cleared by the Development Officer or CEO prior to their submission to the funding source.
16. The Development Office makes annual reports available to donors.
17. When public recognition of donors is required, the Development Office, through the CEO or Development Committee, will recommend a donor recognition program for Board approval.
18. The Board of Directors sets the policy on how gifts are allocated within the organization.
19. Biographical and financial records stored in files or a data base must be treated as confidential information and not released without written approval of the Development Officer or CEO.
20. Activities or solicitation requests to secure gifts for programs and activities within the organization's operating budget will be given primary attention by all staff and volunteers.
21. Activities or solicitation requests to secure gifts for programs and activities which are not provided for in the organization's approved operating budget must receive special approval by the Executive Director or Executive Committee prior to their commencement.
22. The Development Officer will be advised of and, if needed, included in all meetings with prospects and donors.

Based upon "Policies and Responsibilities of Development," MAGS Enterprises