



Policy & Procedure:
DONOR BILL OF RIGHTS

PURPOSE:

To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in Bridgehaven as they are asked to support us.

POLICY:

All donors are informed and assured that all gifts of financial and/or in-kind support to Bridgehaven will be used for the purposes stated. Bridgehaven is committed to transparency and honesty in relationships with donors and other stakeholders. All donors receive acknowledgement of financial and in-kind contributions. If the contribution includes the purchase of Bridgehaven member art or other items the donor acknowledgement letter will include the fair market cost of the item.

PROCEDURE:

The Bridgehaven Donor Bill of Rights will be shared and posted on our Web site.

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in Bridgehaven as they are asked to support us, we declare that all donors have these rights:

Bridgehaven Donor Bill of Rights:

I. To be informed of Bridgehaven's mission, of the way Bridgehaven intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.

II. To be informed of the identity of those serving on Bridgehaven's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.

III. To have access to Bridgehaven's most recent financial statements.

IV. To be assured their gifts will be used for the purposes for which they were given.

V. To receive appropriate acknowledgement and recognition.

VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.

VII. To expect that all relationships with individuals representing Bridgehaven to the donor will be professional in nature.

VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

IX. To be assured and expect that Bridgehaven does not share donor contact information or mailing lists.

X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Director Finance/Administration

President/CEO

Director of Development

Creation Date: 01/25/10
Revision Date:
Review Date: 4/11, 4/12, 4/13, 4/14, 4/15, 4/16
Administration
Effective Date: 3/24/10