DONOR PRIVACY POLICY

Policy

Assistance League® of Mid-Missouri does not copy, reproduce, publish, post, distribute, share or sell, the name or personal contact information to any outside individual or business. Exceptions shall be those required by law, requested in grant applications or in connection with bank credit or debit card transactions that may be made without prior knowledge or consent of the donor.

Assistance League of Mid-Missouri does acknowledge donors by name, in chapter and community publications or other means of expressing appreciation for the donor’s assistance. A donor wishing to view samples of these publications may do so by contacting the chapter at the address below.

Assistance League of Mid-Missouri will provide a check-off box for both new and continuing donors to inform the charity if they do not want their names acknowledged. If a donor chooses to opt out of any acknowledgments, the donor’s name and address will be made available only to members and/or staff of Assistance League of Mid-Missouri who are responsible for managing the business of the corporation.

A printed copy of Assistance League of Mid-Missouri’s Donor Privacy Policy will be mailed to a donor upon request and is also available on the corporation’s website.

All records of donations to Assistance League of Mid-Missouri shall be maintained by the corporation according to the applicable standards of record retention in effect at the time of the donation. All records will be maintained in a secure location of the chapter.

A donor’s photograph will not be used at any time or in any chapter publication without the donor’s written consent. In the case of a minor, written permission will be obtained from the parent/guardian.

Assistance League of Mid-Missouri Chapter, Professional Leaders Auxiliary, and Junior Members

The personal information of a chapter member is shared in chapter publications such as its newsletter and directories and with the National Assistance League®. Pictures of chapter members may also be included in chapter publications. Donations received by a chapter member will be afforded the same considerations as stated in this policy.
Assistance League® of Mid-Missouri may list the names of donors in publications such as the chapter’s community newsletter and annual report.

If you do not wish to have your name published, please check the following box and return to our office.

You may view these publications prior to completing this portion by contacting Assistance League® of Mid-Missouri at 1729 West Broadway, Suite 1A, Columbia, MO 65203.

☐ Do not include my name in your publications as I wish my donation to remain anonymous.

__________________________________________  __________________________________________
Signature                                      Date

__________________________________________
Please print your name

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Board approved April 1, 2014.