



## *Donor Privacy Policies and Procedures*

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### **Introduction**

The City Rescue Mission of Lansing is a nonprofit agency committed to meeting physical and spiritual needs in Michigan's capital area. Donations solicited on behalf of the agency shall be used to further this mission and follow the policies and procedures outlined below.

### **Donation Policy**

The Mission does not participate in active fundraising, such as golf outings, races, etc., although outside sources may do so with proceeds going to support the Mission. We do not utilize third party solicitation or authorize external groups to do direct solicitation of funds. The City Rescue Mission of Lansing is a non-profit 501(c)(3) agency and contributions made to the agency are tax deductible to the fullest extent of the law. Written tax receipts are available for all donations. At the time of an item donation (food, etc.), the donor will have the option to request/be offered a written receipt. For monetary donations, a printed giving report outlining the amount of the donation will be mailed in the month following the gift. The City Rescue Mission provides monthly giving reports and does not send out an annual report unless the donor requests an annual report rather than a monthly report. A donor can request a letter re-stating a monetary donation amount. We save item donation receipts by year and by last name of donor. Monetary donations are tracked in an appropriate accounting software program.

### **Monetary Donation Procedures**

If received at a separate location (the store or while doing a presentation), all monetary donations shall be forwarded to the administrative office. The main mailing for donations goes directly to the administrative office where mail is collected by the staff who deal directly with those donations. Administrative staff collect and code donations. Cash donations are properly receipted, with coinage being counted. Any included notations are put on the check (if not already in the memo line). Copies are made of checks and cash receipts and they are entered into accounting software for a giving report (being mailed the month following). Any thank you letters for businesses, organizations, or other large gifts are handled by administrative staff, either those handling donations or the executive director. Memorial contributions are also handled by the administrative staff, with collected notifications of those who sent gifts being

*Meeting physical needs to bring those with spiritual needs to Jesus Christ*

sent to the next of kin. All requests for donors to remain anonymous shall be honored by flagging the gift in the donor database as appropriate.

### **Donor Privacy Policy**

Any private information (names, addresses, monetary gift amounts) given to the City Rescue Mission by donors will be used solely to fulfill their donation and shall not be shared for any reason unless permission is granted by the donor to share such information. All requests to remain anonymous shall be honored. The Mission does not sell or share donor lists. Donors who supply the City Rescue Mission with their postal or email address will receive a monthly newsletter with Mission information and needs. First time donors receive a "donor welcome" letter which includes information on the Mission and a notification of the monthly newsletter and how to request to be "paperless" or to contact the Mission for other requests. All donors have the option of being placed on a "limited" or "end-of-year" mailing list which means they will receive the mailing only on the quarter and end-of-year or end-of-year only. Donors may request to be permanently removed from the City Rescue Mission's mailing list by contacting the Mission via email, phone, or postal mail. All requests to be removed from the mailing list shall be honored.