

<p style="text-align: center;">FANSHAWE COLLEGE FOUNDATION BOARD OF DIRECTOR'S POLICY MANUAL</p>
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CATEGORY D: **OPERATIONAL EXPECTATIONS**

POLICY TITLE: *Management of Donor Contacts and Donor Lists*

POLICY NUMBER: D-12

EFFECTIVE DATE: 2018 06 07

REFERENCE: 3814, 4601

BACKGROUND INFORMATION:

The Foundation strives to establish and maintain the confidence of donors, potential donors and the community at large by exercising integrity in all phases of operations including the management of donor contact processes and the management of donor lists.

DEFINITIONS:

None.

THE POLICY:

- 1) The Foundation respects the right of donors to specify the extent of interactions by the Foundation, including the right to:
 - a. limit the frequency of contact;
 - b. not be contacted by telephone or other technology;
 - c. receive printed material concerning the organization; and
 - d. discontinue contact.
- 2) The Executive Director ensures appropriate processes are in place to carefully determine donors expectations regarding Foundation contact, and that these practices are applied carefully and consistently.
- 3) The Foundation takes all necessary steps to maintain the confidentiality of its donor lists.
- 4) The Foundation does not sell, barter or share its donor lists under any circumstance, except as may be required by law.

MONITORING:

The Executive Director presents an annual monitoring report to the Foundation Board demonstrating that the principles in this policy are in practice, and identifying trends or themes that highlight challenges and emerging issues.