

The Donor Bill of Rights & Confidentiality

College Bound abides by the Donor Bill of Rights, as outlined by the Association of Fundraising Professionals:

Donor Bill of Rights

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 assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

- I. To be informed of the organization's mission, of the way the organization 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 the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- III. To have access to the organization'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 organizations of interest 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 have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Maintaining Donor Confidentiality

Policies and best practices

- Donor information (including but not restricted to names, addresses, donation records, and communication) should **only** be stored in:
 - a) College Bound's restricted-access Development (K:) drive
 - b) Salesforce, College Bound's password-restricted donor relationship management system

- College Bound does not share, trade or sell donor information with any other person or entity, nor do we send communications to donors on behalf of other organizations/entities.
- Paper copies of donor records (check stubs, award letters, communication) should be scanned and uploaded to Salesforce, **then immediately shredded**