



DONOR PRIVACY POLICY & DONOR BILL OF RIGHTS

Donor Privacy Policy: Clay Center's Commitment to its Donors

The Clay Center will not sell, share or trade its donors' names or personal information with any other entity, unless permission is granted by the donor to share such information.

To the extent any donations are processed through a third-party service provider, the donors' information will only be used for purposes necessary to process the donation.

All requests to remain anonymous will be honored.

Donors who supply the Center with their postal address, phone number and/or email address may be contacted by the Clay Center for solicitation purposes and/or with information regarding upcoming programs, performances, exhibits or events. Donors may request to be permanently removed from the Clay Center's mailing lists and call list by contacting the Center. All requests to be removed from the Clay Center's mailing and/or calling list shall be honored.

Donors may opt to be removed from any or all lists. To be permanently removed from the Clay Center's mailing and/or calling list, please contact the Center at the following phone number, e-mail or postal mail address:

Phone: 304-561-3500 ext. 3566

Email: apollard@theclaycenter.org; Subject line: "Remove from List"

Mailing Address:
Clay Center
One Clay Square
Charleston, WV 25301
Attn: Remove from List



DONOR PRIVACY POLICY & DONOR BILL OF RIGHTS

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 Clay Center, we declare that all donors to the Center 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.

DEVELOPED BY:

Association of Fundraising Professionals (AFP)
Association for Healthcare Philanthropy (AHP)
Council for Advancement and Support of Education (CASE)
Giving Institute: Leading Consultants to Non-Profits