

PB&J Family Services

Fundraising and Donor Privacy Policies & Procedures

Introduction

The PB&J Family Services is a nonprofit agency committed to providing services to helping at-risk children grow and develop to their full potential in nurturing families within a supportive community.

All donations solicited on behalf of the agency shall be used to further this mission and follow the policies and procedures outlined below.

Fundraising Policy

Funds shall be solicited in a respectful manner and without pressure. All third parties not directly affiliated with PB&J Family Services who wish to solicit funds on behalf of the agency must acquire written permission from the PB&J Family Services development office prior to beginning any fundraising activities. Donor-designated restrictions on contributions shall be honored. PB&J Family Services 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 shall be issued for all donations. If the donor receives anything in exchange for their donation, such as a dinner or event admission, the tax receipt shall clearly state what portion of the donation is tax deductible. .

Fundraising Procedures

Upon receipt, all monetary donations shall be forwarded to the accounting department for coding and recording purposes. After funds have been accounted for by the appropriate accounting staff, a written transmittal, check copies, cash receipts, and any other correspondence accompanying the gift shall be circulated through the development department. Donations are acknowledged by the development department. All monetary donations are recorded and deposited according to accounting procedures. All donor-designated restrictions shall be communicated to the accounting department so that they may be recorded and governed appropriately. All requests for donors to remain anonymous shall be honored by flagging the gift in the donor database as appropriate. All in-kind gifts that are accepted by PB&J Family Services shall be recorded and acknowledged according to development and accounting procedures.

Donor Privacy Policy

Any information supplied to PB&J Family Services 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. PB&J Family Services does not sell or share donor lists. Donors who supply PB&J Family Services with their postal address or email address may be contacted periodically for solicitation purposes and/or with information regarding upcoming events.

All donors have the option of being placed on a "once-a-year" mailing list which grants PB&J Family Services permission to contact them only once per year. Donors may request to be permanently removed from PB&J Family Services mailing list by contacting us via email, phone or postal mail. All requests to be removed from PB&J Family Services mailing list shall be honored. Donors who supply PB&J Family Services with their telephone number shall only be contacted by telephone regarding donations they have made. PB&J Family Services does not participate in telephone fundraising activities.