

FUNDRAISING POLICIES

Novo Restoration Inc.

The following policies were agreed upon by the Development Committee of Novo Restoration, Inc. and were approved by the board of directors on October 18, 2006.

These policies reflect the manner in which fundraising will be carried out by Novo Restoration, Inc. Any changes to the policies below must be approved by the board of directors.

Gift Acceptance Policy

The organization's Director shall be authorized to accept gifts of cash or marketable securities and in-kind donations specifically designated or solicited for existing projects.

Donors may place restrictions on gifts under the following conditions:

- The restriction must be one considered compatible with the overall mission of the organization
- The restriction shall not impede the ability of the organization to acquire gifts from other sources.
- The restriction shall not place undue burden on the organization's resources.
- The restriction shall not subject the organization to adverse publicity.

Board consideration and majority vote approval is required for the following types of gifts:

- Gifts of art or other valuables that will encumber the organization either financially or administratively.
- Securities that are not readily marketable. These may include (but are not limited to) closely held stock, limited partnership interests, joint venture interests and other forms of investments that may not fall into the marketable securities category.
- Real estate. Every proposed gift of real estate must be examined on its individual merits, including, but not limited to, the title to the property and its insurability, the results of environmental investigations, and marketability. A current appraisal completed by a qualified appraiser must be provided by the donor.
- Gift annuities.
- Charitable Remainder or Lead trusts.
- Named endowment funds.
- Gifts from individuals, organizations, or corporations whose mission or goals is contrary to (or perceived as being contrary to) the mission and goals of Novo Restoration, Inc.

The organization reserves the right to decline any gift that interferes with its ability to fulfill its mission or that unduly encumbers the organization.

Donor Bill of Rights

Novo Restoration, Inc endorses the Donor Bill of Rights as created by the American Association of Fund Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), the Association of Fundraising Professionals (AFP) and the Council for Advancement and Support of Education (CASE).

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 ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit 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.

Donor Privacy

Novo Restoration, Inc. is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors that donor information will not be shared with any third party.

Awareness. Novo Restoration, Inc. provides this Donor Privacy Policy to make you aware of our privacy policy, and to inform you of the way your information is used. We also provide you with the opportunity to remove your name from our mailing list, if you desire to do so.

Information Collected. Here are the types of donor information that we collect and maintain:

- contact information: name, organization, complete address, phone number, email address;
- billing information: credit card numbers and billing address
- shipping information: name, organization, complete address;
- information concerning your past and current involvement with Novo Restoration, Inc.
- information you wish to share: questions, comments, suggestions;
- your request to receive, or not to receive, certain periodic updates

How Information is Used. Novo Restoration, Inc. uses your information to understand your needs and provide you with better service. Specifically, we use your information to help you complete a transaction, communicate back to you, and update you on the organization's happenings. **Credit card numbers are used only for donation or payment processing and are not retained for other purposes.** We use the comments you offer to provide you with information requested, and we take seriously each recommendation as to how we might improve communication.

No Sharing of Personal Information. Novo Restoration, Inc. will not sell, rent, or lease your personal information to other organizations. We assure you that the identity of all our donors will be kept confidential at the request of the donor. Use of donor information will be limited to the internal purposes of Novo Restoration, Inc. and only to further the activities and purposes of the organization.

Removing Your Name From Our Mailing List. It is our desire to not send unwanted mail to our donors. Please contact us if you wish to be removed from our mailing list.

Contacting Us. If you have comments or questions about our donor privacy policy, please send us an email at Erin@LovelandFeedAndGrain.org

Gift Processing

Gift processing is about how donations are taken in, deposited and recognized. The following guidelines will help ensure consistency in Novo Restoration's gift processing:

1. Once a gift is received by mail, by hand or through the website, the gift is recorded into a master receipt book or electronic file.
2. Financial gifts are deposited into Novo's banking account by a person other than the one who recorded the gifts. (This is to ensure financial controls and was suggested by the Sarbanes-Oxley Act which Congress enacted after Enron and other corporate scandals.) Checks should be deposited at least monthly.
3. A thank you letter denoting the gift amount and the 501c(3) number of Novo Restoration is sent to donors for their tax records. Thank you notes should be sent out at least monthly to all donors who have given in the past month.
4. Gifts of less than \$50 may be acknowledged via e-mail, if an e-mail address is available. Gifts of over \$50 should be recognized via USPS mail. Major gifts of more than \$500 should also be recognized by a personal phone call from a board member.
5. All donors should be thanked publicly on Novo's website and other printed materials distributed by Novo, unless the donor wishes to remain anonymous.
6. In the case of a corporate donor donating goods or services for a specific event, the business should be thanked publicly in an appropriate manner (some examples include on Novo's website, in the local newspaper, at fundraising events, or in the organization's literature). A personal letter of thanks should be sent to the donor, acknowledging the gift and the way(s) in which the business was acknowledged.
7. In the case of a corporate sponsorship, the business should be thanked in the manner appropriate to its level of sponsorship. Guidelines for acknowledging corporate sponsors are outlined in Novo's marketing materials.

Database Access and Management

Novo Restoration, Inc. recognizes its database as an asset to the organization. Therefore the following policies are in place to protect the integrity of its database:

1. Access to the complete database will be limited to the organization President, Treasurer and Database Manager. Others may be granted access to the database in its entirety, but must receive approval from the board of directors prior to doing so.
2. Data entry should follow the format laid out in the organization's database and all data should be entered into the same database.
3. The database should be backed up on a weekly basis and frequently updated copies of the database should be stored in a secure, off-site location.