



## **DONOR PRIVACY AND FUNDRAISING POLICY**

The Board of Directors of Children's Performing Arts (CPA) recognizes that the organization engages in fundraising and solicitation activity from time to time. In order to comply with federal, state and local laws, as well as applicable ethical norms regarding fundraising activity, the Board has established this fundraising policy.

A. **OVERSIGHT** – All fundraising activity for Children's Performing Arts is supervised, coordinated and directed by the President and/or Executive Director. The Board shall annually review all fundraising activity by CPA.

B. **USE OF FUNDRAISING PROFESSIONALS** - Third parties not directly affiliated with the organization must have written permission from the President and/or Executive Director prior to any solicitation on behalf of CPA. Third party fundraisers engaged by CPA must be registered with appropriate state and local authorities, and their representation of the organization must be evidenced by a written agreement approved by CPA.

C. **TRUTH AND ACCURACY**

1. All solicitation and fundraising materials and other communications to donors and the public shall clearly identify Children's Performing Arts and be accurate and truthful.

2. The President and/or Executive Director shall review fundraising or solicitation materials prior to publication for:

a. material omissions or exaggerations of fact, use of misleading photographs, or any other communication which would tend to create a false impression or misunderstanding; and

b. any statements or content that would tend to create unrealistic donor expectations of what the donor's gift will actually accomplish.

D. **DONOR ACKNOWLEDGMENT** - CPA shall provide all donors with specific acknowledgments of charitable contributions, where applicable, in accordance with legal requirements for proper donor substantiation and the organization's disclosure.

E. **SUPERVISION AND TRAINING**

1. CPA shall provide appropriate training and supervision of the people soliciting funds on its behalf, whether employees or third party representatives, including training to attempt to avoid use of techniques that are coercive, intimidating or intended to harass potential donors.

2. CPA shall attempt to avoid accepting a gift from or entering into a contract with a prospective donor which would knowingly place a hardship on the donor, or place the donor's future well-being in jeopardy.

F. COMPENSATION – Children’s Performing Arts shall pay fundraisers no more than reasonable compensation for their services. CPA shall not compensate internal or external fundraisers based on a commission or a percentage of the amount raised.

G. DONOR PRIVACY POLICY - Children’s Performing Arts respects the privacy of donors.

1. CPA shall not sell or otherwise make available the names and contact information of its donors, except where disclosure is required by law [without providing them an opportunity at least once a year to opt out of the use of their names and contact information].
2. CPA shall not send mailings on behalf of other organizations.
3. CPA shall provide a, prominent and easily accessible privacy policy on any of its websites that tells visitors:
  - i. What information, if any, is being collected about them and how this information will be used;
  - ii. How to access personal information collected and request correction;
  - iii. How to inform CPA that the visitor does not wish his/her personal information to be shared outside the organization; and
  - iv. What security measures CPA has in place to protect personal information.

H. COMPLIANCE WITH LAW – In addition to any other requirements of this policy, all fundraising activities for Children’s Performing Arts shall be conducted in accordance with applicable law.