

Bay Aging Fundraising and Donor Privacy Policies and Procedures

Bay Aging is a nonprofit agency committed to providing services to people of all ages. 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 Bay Aging who wish to solicit funds on behalf of the agency must acquire written permission from Bay Aging prior to beginning any fundraising activities. Donor-designated restrictions on contributions shall be honored. Bay Aging is a nonprofit 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 \$250 or greater. The receipt will stipulate that the donor did not receive anything in exchange for their donation. Donors do not receive anything in exchange for their donation. All monetary donations shall be forwarded to the accounting department for coding and recording purposes. All donor-designated restrictions shall be communicated to the accounting department so that they may be recorded and governed appropriately. All in-kind gifts that are accepted by Bay Aging shall be recorded and acknowledged according to development and accounting procedures. All donors are sent an acknowledgement of their gift.

Donor Privacy Policy

Any information supplied to Bay Aging 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. Bay Aging does not sell or share donor lists. Donors who supply Bay Aging with their postal address or email address may be contacted periodically for solicitation purposes and/or with information regarding upcoming events. Donors may request to be permanently removed from Bay Aging's mailing list by contacting the Development office via email, phone or mail. All requests to be removed from Bay Aging's mailing list shall be honored. Bay Aging does not participate in telephone fundraising activities.