

Reviewed & Approved by the Board of Directors-January 28, 2015

Revised by E-mail vote of the Board of Directors-February 12, 2015

Donor Privacy Policy

Yavapai Big Brothers Big Sisters (YBBBS) is a leading mentoring organization in Yavapai County whose mission is to provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives fundamentally, for the better, forever. Through comprehensive programs and services, YBBBS provides resources that compassionately serve children facing adversity and their families in Sedona, AZ and Yavapai County, AZ.

YBBBS is a nonprofit organization affiliated with Big Brothers Big Sisters of America. Contributions from individual donors, corporations and foundations make up all of YBBBS' base of support and our relationship with our contributors is the highest expression of our mutual commitment to the mission of "Changing children's lives...Fundamentally. For the better. Forever."

YBBBS respects the privacy of its donors and has put in place a Donor Privacy Policy to honor these rights.

Donor information

YBBBS collects and maintains the following types of donor information when it is voluntarily provided to us:

- Contact information such as name, address, telephone number and e-mail address
- Giving information
- Information on events attended, publications received and special requests for program information
- Information provided by the donor in the form of comments and suggestions

This confidential information is kept on file for IRS purposes. It is also used to analyze overall giving patterns in order to make more accurate budget projections, as well as to understand donors' interests in the YBBBS mission and to update them with YBBBS' plans and activities. This information is shared with staff, board members, volunteers and consultants only on a confidential and need-to-know basis. YBBBS will not intentionally disclose this information to individuals or organizations for any purpose, whatever, without the prior consent of the Donor.

List sharing

YBBBS does not sell, rent, trade or share its donor list with any other organization. YBBBS never transmits communication or sends out mailings on behalf of other organizations.

Discontinuing contact upon request

It is the policy of YBBBS to communicate with donors according to their expressed preferences whenever possible. YBBBS will discontinue or change the method used to contact any person upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent.

YBBBS shall maintain a record of all requests by persons who indicate to us that they do not wish to be contacted by or on behalf of YBBBS.

Upon a person's (or a person's authorized representative's) request that YBBBS discontinue further contacts, the person's name and address will be promptly modified in our donor database to ensure that no further contact is made with the person. YBBBS will also take steps to ensure that no further contact is made with the individual and that the person's name is removed from any external databases or records under our control.

Permanent Record: YBBBS will maintain an electronic record of all requests for discontinuance of contacts, effective with the adoption of this policy by our board of directors. Oral requests will be noted in writing by the staff of YBBBS and then permanently recorded in the electronic donor database. The records of persons who have made such a request will be maintained to the extent necessary to comply with applicable law.

Donor Bill of Rights

YBBBS has adopted the Donor Bill of Rights, which was created by the Association of Fundraising Professionals (AFP), the Association for Healthcare Philanthropy (AHP), the Council for Advancement and Support of Education (CASE), and the Giving Institute: Leading Consultants to Non-Profits.

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 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:

Donor Bill of Rights

Donors have the right...

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.

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.

To have access to the organization's most recent financial statements.

To be assured their gifts will be used for the purposes for which they were given.

To receive appropriate acknowledgement and recognition.

To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.

To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.