

Donor Privacy Policy

Shannon's Hope is a 501(c)(3) non-profit organization. All contributions are tax deductible, as allowable by law. Donors should always defer to their tax professional for specifics regarding tax deductibility of cash and in-kind gifts, as any auction purchases, event tickets, etc. may not be 100% deductible. For a copy of our most recent annual report, please phone 303-480-5433, or email via www.Shannonshope.org, or write to Shannon's Hope at P.O. Box 1477, WheatRidge, CO 80034-1477.

Policy

We value our donors and we take their privacy seriously. Shannon's Hope respects the privacy of the personal and organizational information that we are privileged to acquire. Our commitment to privacy includes how we obtain, use, protect, and share information. This privacy policy is in conjunction with the Donor Bill of Rights, below.

Obtaining Information:

Cultivating additional individuals to join in the support of Shannon's Hope is critical to the long-term success of the organization. Shannon's Hope collects and uses personal information such as name, address, phone number, and email address when an individual/organization voluntarily provides it to us. We will not sell, trade or share a donor's personal information with anyone else, nor send donor mailings on behalf of other organizations without specific permission from the donor. Contributing individuals and organizations are traditionally listed by name in publications such as our annual reports, but we honor requests from those who wish to be listed as Anonymous.

Shannon's Hope keeps a record of each donor's giving history. This information is kept on file for IRS purposes and is also used to analyze overall giving patterns for future budget projections.

To review or correct your personal contact information or to make changes to your recorded preferences (i.e. receipt of mailings and acknowledgements), please contact Shannon's Hope by phone at 303-480-5433, or email via www.Shannonshope.org, or write to Shannon's Hope at P.O. Box 1477, WheatRidge, CO 80034-1477.

Donor Bill of Rights:

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is essential to community 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, Shannon's Hope declares that all donors have these rights, modeled after the Association of Fundraising Professionals' Donor Bill of 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 intended purposes.
- II. To be informed of the identity of those serving on the organization's Board of Directors and to expect the Board to exercise prudent judgment in its stewardship responsibilities.
- III. To have access to, upon request, the organization's three most recent audited financial statements and IRS Statements 990, the organization's nonprofit IRS 501(c)(3) determination letter, and any other documents as set forth in the IRS's guidelines (IRC 6104) regarding contents of nonprofit organizations' public inspection files.
- IV. To be assured their gifts will be used for the purposes for which they were given.

V. To receive appropriate acknowledgement and recognition. Shannon's Hope policy is that all cash and in-kind gifts with values over \$5 are acknowledged in writing, with a letter usable for tax purposes.

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.

These policies are subject to change, with or without notice, by a vote of Shannon's Hope Board of Directors.