

Donation and Donor Policies

Artists For Humanity maintains the highest level of respect for the privacy of its donors and is grateful for the types of donations we can accept from our donors. In furtherance of our commitment to honor your rights, we have developed the following policies to guide our volunteers and staff on how they may and may not use your personal information. The gift acceptance policy outlines the types of donation we can receive. These policies may be updated from time to time.

Contents:

- A. **Donor Privacy Policy**
- B. **Donor Bill of Rights**
- C. **Gift Acceptance**

A. Donor Privacy Policy

What information we collect

Artists For Humanity collects and uses various personal information from donors that includes: amount donated, address, telephone number, donor comments and e-mail address. Tax laws in the United States and the Commonwealth of Massachusetts require Artists For Humanity to keep contact information and contribution level of donors on file.

How we use that information

Artists For Humanity will never sell, trade, rent or share names (unless released for publication, such as our annual report and donor recognition wall), e-mail or mail addresses, or telephone numbers of our donors. Artists For Humanity will use contact information (e-mail, telephone number and address) of donors for these purposes only:

- Distribute receipts for donations
- Thank donors for their donation
- Inform donors about upcoming activities of Artists For Humanity
- Internal analysis and record keeping
- Reporting to relevant U.S. and State agencies (these reports are not for public inspection)
- Contact donors about changes to this policy
- However, properly anonymized donor information is used for promotional and fundraising activities. We allow donors the option to have their name publicly associated with their donation unless the donor explicitly chooses the "anonymous" field when donating online or explicitly stated in writing to an AFH Development team member. In all other cases the default is for staff and volunteers to assume all donations can be publicly announced unless the donor explicitly indicates otherwise. Comments given in donor forms are published in

public lists and may be used in promotional materials while comments sent to us via email, fax or telephone are kept strictly confidential.

Financial information

All access to donor financial information is strictly limited to professional staff who need to process those data. No such data are given to any person, organization or group who does not need to access those data.

Artists For Humanity only uses online payment processing services with world-class security and strong reputations. Artists For Humanity does not have access to, your credit card information, bank account numbers, or other account data sent to those processing services.

B. Donor Bill of Rights

Artists For Humanity subscribes to the 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 assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

- 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 acknowledgment and recognition.
- To be assured that information about their donations 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.

The text of this statement in its entirety was developed by the American Association of Fund-Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), and National Society of Fund Raising Executives (NSFRE).

C. Gift Acceptance

The following outlines the types of donations AFH can accept.

1. AFH solicits and accepts gifts that are consistent with its mission.
2. Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, without limitations.
3. In the course of its regular fundraising activities, AFH will accept donations of money, real property, personal property, securities (including stock, mutual funds, and bonds), and in-kind services.
 - a. *Publicly Traded Securities.* Marketable securities may be transferred to an account maintained at a brokerage firm utilized by the organization. As a rule, all marketable securities shall be sold upon receipt. In some cases, marketable securities may be restricted by applicable securities laws; in such instances, the final determination on the acceptance of such restricted securities shall be made by the Executive Director of AFH after consultation with the Chair of the Finance Committee.
4. All gifts may be reviewed prior to acceptance due to the special liabilities they may pose for AFH.
5. We reserve the right to reject any gift that we feel would compromise our organizational integrity or harm our financial sustainability.

Contact us

If you have questions about this Donor Privacy Policy, bill of rights, gift acceptance, or if you wish to be removed from our e-mail/postal contact lists, then please email CFord@AFHBoston.org or write to:

Artists For Humanity
100 W. Second Street
Boston, MA 02127

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