



People **Serving** People

## **Donor Rights & Gift Policies**

### ***Data Collection & Privacy***

People Serving People maintains a database of donor, supporter, and volunteer information for the purposes of maintaining relationships, communicating organization developments, and acknowledging contributions. Information is collected by supporter initiated means, including donating, signing up for e-newsletters, volunteering, attending events, etc. Examples of data kept include phone number, email, street address, and preferred name. This content is not shared with any other institution, with the exception of a printing business that mails People Serving People communication to its supporters. The database can only be accessed through a two-factor identification system by staff members with a legitimate role in its use. The database provider, Salesforce, is a reputable platform utilized by multiple organizations and companies. Credit card information is directly entered into an encrypted donation processing third party system (banking institution or Classy.org) and will not be retained for other purposes.

### ***Use of Donations***

All donations to People Serving People support our mission to see families thrive. Your donation will be fully honored by its responsible use to further the work of People Serving People. Your gift will be processed following our donation policies, the Donor's Bill of Rights ([afpglobal.org/donor-bill-rights](http://afpglobal.org/donor-bill-rights)), and Generally Accepted Accounting Principles.

### ***Restrictions***

If you wish to make a gift for a specific program or service, please contact the Director of Development before making your gift. She can be reached at [afinmanpalmer@peopleservingpeople.org](mailto:afinmanpalmer@peopleservingpeople.org). Generally, such restrictions cannot be honored for gifts less than \$1,000, although there are some exceptions. Restrictions must be for existing or planned programs and existing or planned expenses over a feasible time period. Gifts cannot be directed towards specific guests, clients, or staff. Donations given through campaigns for certain programs or in response to restricted grant requests will be honored as such.

Gifts of land, vehicles, or other uncommon items must be discussed with the Director of Development before transfer. These items will rarely be accepted due to the complexity of the administration.

People Serving People may refuse any gift that does not sufficiently benefit the organization, is in conflict with its mission or values, puts People Serving People's reputation at risk, or is prohibited by law. Refusal is at the discretion of People Serving People leadership.



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### **Donor Information Correction**

People Serving People strives to acknowledge its donors with correct information. However, human error does occur at times. If we have made an error in any of your contact information, please email [afinmanpalmer@peopleservingpeople.org](mailto:afinmanpalmer@peopleservingpeople.org).

If you do not wish to receive communication from People Serving People any longer or want to be anonymous, please contact [afinmanpalmer@peopleservingpeople.org](mailto:afinmanpalmer@peopleservingpeople.org). Requests will be honored within one week of receipt. If you continue to receive communication afterwards, please alert us immediately.