

RELATIONSHIP WITH DONORS

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1. POLICY STATEMENT

It is the policy of the Agency to protect the privacy of its contributors and donors. Within the constraints of its capacity and feasibility, Lakes & Prairies will, through encryption and other technology, provide secure Internet connections for donors who wish to contribute by electronic means, and will guard against identity theft and other invasions of donor privacy.

Lakes & Prairies will not sell or share its donor lists, or identifiable information about its donors, with other organizations or commercial enterprises. Sharing information for audits by independent accountants and for regulatory or accrediting inquiries will not be deemed a violation of this policy. Lakes & Prairies will obey charitable solicitation requirements under Minnesota, North Dakota and any other state under which it may solicit funds.

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a. Abiding by the Donor and E-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:

- 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 their intended purposes.
- II. 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.

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- III. To have access to the organizations most recent financial statements.
- IV. To be assured their gifts will be used for the purposes for which they were given.
- V. To receive appropriate acknowledgement and recognition.
- 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.

The Donor Bill of Rights was created by the American Association of Fund Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), the Association of Fundraising Professionals (AFP), and the Council for Advancement and Support of Education (CASE). E N D O R S E D B Y National Catholic Development Conference (NCDC), National Committee on Planned Giving (NCPG), Council for Resource Development (CRD), and United Way of America

b. Principles of the E-Donor Bill of Rights

The E-Donor Bill of Rights is intended to complement the original document and provide further and more detailed guidance for the new world of online giving. In addition to the rights outlined in the Donor Bill of Rights, online donors should demand the following of their online solicitors:

- * To be clearly and immediately informed of the organization's name, identity, nonprofit or for-profit status, its mission, and purpose when first accessing the organization's website.
- * To have easy and clear access to alternative contact information other than through the website or email.
- * To be assured that all third-party logos, trademarks, trustmarks and other identifying, sponsoring, and/or endorsing symbols displayed on the website are accurate, justified, up-to-date, and clearly explained.

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- * To be informed of whether or not a contribution entitles the donor to a tax deduction and of all limits on such deduction based on applicable laws.
- * To be assured that all online transactions and contributions occur through a safe, private, and secure system that protects the donor's personal information.
- * To be clearly informed if a contribution goes directly to the intended charity, or is held by or transferred through a third party.
- * To have easy and clear access to an organization's privacy policy posted on its website and be clearly and unambiguously informed about what information an organization is gathering about the donor and how that information will be used.
- * To be clearly informed of opportunities to opt out of data lists that are sold, shared, rented, or transferred to other organizations.
- * To not receive unsolicited communications or solicitations unless the donor has "opted in" to receive such materials.

The E-Donor Bill of Rights is intended to relate to AFP's long-standing Donor Bill of Rights, created in 1993 by AFP in conjunction with other fundraising and nonprofit groups. The document was developed to ensure donor awareness of the responsibilities that a charity has to its donors, and the expectations that donors should have of charities when making a charitable gift. The AFP Donor Bill of Rights lists ten rights that a donor has. Ten best practices that all charities and donors should be always aware of. Since the creation of the Donor Bill of Rights, the philanthropic landscape has changed dramatically. One critical change has been the growing use of technology to facilitate charitable giving, primarily through the Internet

DISCONTINUING CONTACT UPON REQUEST

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1. POLICY STATEMENT

It is the policy of the Agency to discontinue contacting any person upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent.

Lakes & Prairies shall maintain a record of all requests by persons who indicate to Lakes & Prairies, its professional fundraiser, and other agents, that they do not wish to be contacted by or on behalf of Lakes & Prairies.

2. COMMENT

a. Limitation:

This policy does not prohibit contact by Lakes & Prairies that is solicited by a person or a person's representative, even if the person or his/her representative have requested to be placed on the "do not contact list." Contact by Lakes & Prairies that is solicited by a person whose name appears on "do not contact" list shall be limited to providing a direct response to the person's inquiry and shall not cause the person's name to be removed from the "do not contact" list.

b. Procedures:

Upon a person's (or a person's authorized representative's) request that Lakes & Prairies discontinue further contacts, the person's name and address will be promptly removed from Lakes & Prairies' database or modified to insure that no further contact is made with the person. Lakes & Prairies will also take steps to insure that the person's name is removed from any external databases or records under its control.

c. Permanent Record:

Lakes & Prairies will maintain a record of all requests for discontinuance of contacts, effective with the adoption of this policy by Lakes & Prairies' board of directors. Oral requests will be recorded in writing by the staff and maintained with the written requests. The records of persons who have made such a request will be maintained by Lakes & Prairies to the extent necessary for legal or liability purposes.