

Attachment B to Bylaws

Donor Privacy Policy

CONFIDENTIALITY

We do not sell, rent, or lease our donor lists to other organizations.

We do not trade or share our donor lists with other organizations.

We do not employ any outside entity for fund-raising activities.

We offer donors the option to be recognized by name or anonymously.

We will not list donor names in any publication without first obtaining their consent and their preferred listing.

Within Save Georgia's Hemlocks, internal sharing of donor information is on a need-to-know basis only.

Donors may request that they not be solicited in the future.

Donors may request not to receive mailings, either electronic or hard copy.

INFORMATION COLLECTED

Here are the types of donor information that we collect and maintain:

- Donor information: donor's name, complete address, phone number, email address, and organization.
- Donation information: form of donation (funds, materials, or services), date of donation, amount or value of donation, and any special instructions on how the donation is to be used.
- Communicated information: donor's comments, suggestions, or questions.

We retain a copy of the disclosure form or tax acknowledgement form sent to the donor's address, as required by the IRS.

We do not collect or retain any bank information from checks or other forms of payment received.

USE OF INFORMATION

We use donors' information to thank them for their contributions and to send an appropriate disclosure form or tax acknowledgement form as required by the IRS.

We add donors' information to our e-mail list (if an e-mail address has been provided) to inform them of upcoming events, provide news of accomplishments, solicit input for decisions to be taken by the Board, ask for help to identify groups to which we might offer our educational and/or charitable services, and communicate the needs of the Organization.

We utilize a limited portion of donor information for internal analysis and record-keeping to meet IRS requirements to report the amount(s) of donations and the number of donors from the general public, but we do not share any personal identifying information on these reports.

We use the comments offer by donors to provide them with information requested, and we take seriously each recommendation as to how we might improve communication and performance.

REVIEW/REVISION OF THIS POLICY

This policy will be reviewed on an annual basis by the Board of Directors and may be revised as needed. Donors will be advised is revisions.

REMOVAL FROM MAILING LIST

It is our desire to not send unwanted mail to anyone. Any person wishing to be removed from our mailing list may contact us by phone or e-mail.

CONTACTING US

Any person with comments or questions about this or other policies and activities of Save Georgia's Hemlocks is invited to contact us by phone or e-mail. We promise to provide a prompt, truthful, and forthright response.

By phone: 706-429-8010

By e-mail: donna@savegeorgiashemlocks.org or board@savegeorgiashemlocks.org

CERTIFICATION

This Donor Privacy Policy was approved at a meeting of the Board of Directors on November 8, 2009 and is effective as of this date.

Donna Shearer, Chairman Donna Shearer

Robert W. Reed, Board Member Bob Pledger

Jimmie Allen Walters, Board Member Jimmie Walters

Joel Longstreet, Board Member Joel Longstreet

Rob Strangia, Board Member Rob Strangia