

POLICY

It is the policy of Grant Professionals Certification Institute to maintain complete records of receipt and acknowledgement of all donations.

PROCEDURE

1. All donations (restricted or unrestricted) made payable to GPCI will be deposited into a GPCI bank account by the Grant Professional Association (GPA) per the GPA-GPCI Operations Memorandum of Understanding and used in accordance with the donor's wishes. If there are no designated uses for the donation, the revenue will become part of the general operating budget. In processing, all donations will be coded in the donor database or accounting system for the constituency source from which the gifts were given (i.e. board, individual, organization, foundation, or corporation).
2. Notice of all donations received will be sent to the GPCI Board.
3. An acknowledgement letter will be sent to the donor on behalf of the GPCI Board by a Board designee. An acknowledgement letter template will be completed by GPA when a donation is received. If no goods or services were received in exchange for the gift, the acknowledgement letter will include the following statement: "No goods or services were received in exchange for your gift. Therefore, the full amount of your contribution is tax-deductible as allowed by law." The completed letter will be forwarded to the GPCI President or designee for signature and the opportunity to add a personal note if desired.
4. Records of donations must be retained according to the GPCI Record Retention Policy. Donor records need to include the date of the donation, donor name, donor address, amount of donation, and any restrictions on the donation.
5. On a quarterly basis, GPA will produce a summary report for GPCI Board review. Then on an annual basis, GPA will prepare a full year summary of donations for the preparation of annual tax documents.
6. GPCI subscribes to *The Donor Bill of Rights* (<http://www.afpnet.org/files/ContentDocuments/DonorBillofRights.pdf>) created by the *Association of Fundraising Professionals* (AFP).

A 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.
- III. To have access to the organization's 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.