

Hmong Cultural Center

DONOR BILL OF RIGHTS & DONOR DISCONTINUE POLICY

Adopted on 11/2/11

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 Hmong Cultural Center (HCC) and causes they are asked to support, we declare that all donors have the following rights:

1. To be informed of the HCC's mission, of the way the HCC intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. 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.
3. To have access to the HCC's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgement and recognition.
6. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing HCC to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists. HCC WILL NOT share or sell its donor mailing list with any other organization.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.
11. It is the policy of HCC to discontinue contacting any person upon that person's oral or written request directed to the organization. HCC shall maintain a record of all requests by persons who indicate to HCC that they do not wish to be contacted by or on behalf of

HCC. Upon a person's (or a person's authorized representative's) request that HCC discontinue further contacts, the person's name and address will be promptly removed from HCC's database or modified to insure that no further contact is made with the person. HCC will also take steps to insure that the person's name is removed from any external databases or records under HCC's control. HCC will maintain a record of all requests for discontinuance of contacts, effective with the adoption of this policy by HCC's board of directors. Oral requests will be recorded in writing by the staff of HCC and maintained with the written requests. The records of persons who have made such a request will be maintained by HCC to the extent necessary for legal or liability purposes.