

THE HAYNER PUBLIC LIBRARY DISTRICT FUNDRAISING POLICY

INTRODUCTION

The Hayner Public Library District (THPLD) is a nonprofit organization with the following mission:

The Hayner Public Library District is a dynamic community resource dedicated to serving the residents of Alton, Godfrey, and Foster Township by providing an inviting environment consisting of informational, cultural, educational, and recreational resources supporting lifelong learning.

All donations solicited on behalf of the THPLD shall be used to further this mission and follow the policies and procedures outlined below.

FUNDRAISING POLICY

Funds shall be solicited in a respectful manner and without pressure. All third parties not directly affiliated with THPLD who wish to solicit funds on behalf of the organization must acquire written permission from THPLD Executive Director prior to beginning any fundraising activities. Donor designated restrictions on contributions shall be honored. Contributions made to THPLD are tax deductible to the fullest extent of the law. Written tax receipts shall be issued for all donations. If the donor receives anything in exchange for their donation, such as a dinner or event admission, the tax receipt shall clearly state what portion of the donation is tax deductible.

DONOR ACKNOWLEDGEMENTS

Every donor to THPLD shall receive a formal acknowledgement/thank you letter and a donation receipt. Every new donor will be included in informational mailings and receive invitations to special events.

DONOR PRIVACY POLICY

Any information supplied to THPLD by donors will be used solely to fulfill their donation and shall not be shared for any reason unless permission is granted by the donor to share such information. All requests to remain anonymous shall be honored. THPLD does not sell or share donor lists. Donors who supply THPLD with their postal address or email address may be contacted periodically for library solicitation purposes and/or with information regarding upcoming events. All donors have the option of being placed on a "once-a-year" mailing list which grants THPLD permission to contact them only once per year. Donors may request to be permanently removed from the mailing list by contacting us via email, phone, or postal mail. All requests to be removed from the THPLD's mailing list shall be honored.

Donors who supply THPLD with their telephone number may request that they not be contacted for telephone fundraising purposes.

GENERAL GIFT ACCEPTANCE POLICY

Gifts to THPLD may take a variety of forms. Many are outright gifts by living donors. Some are bequests or testamentary gifts that take effect upon the donor's death. Others are different forms of deferred or split-interest gifts.

THPLD may accept the following types of contributions:

Cash. The organization may accept outright cash gifts in any amount.

Publicly-Traded Securities. THPLD may accept gifts of publicly-traded stocks and bonds at fair market values as determined under Internal Revenue Service rules. Gifts of publicly-traded securities will generally be sold as soon as possible and the fund the donor established will be credited with the proceeds from the sale, after commissions and expenses, if any.

Tangible Personal Property. Tangible personal property may be accepted as a gift, provided that (i) such property is saleable and (ii) the donor agrees that the property can be sold at THPLD's discretion. The donor is responsible for obtaining a qualified appraisal prior to completing the gift.

Life Insurance Policies. THPLD may accept gifts of life insurance policies, provided that THPLD and the donor reach a prior written agreement about arrangements for the payment of any required premiums.

Real Property. All proposed gifts of real estate must be evaluated and satisfy due diligence requirements of THPLD.

Closely-Held Stock and Partnership Interests. . All proposed gifts of closely-held stock and partnership interests must be evaluated and satisfy due diligence requirements of THPLD.

THPLD reserves the right to refuse any proposed gift. Gifts to THPLD may not be directly or indirectly subjected by a donor to any material restriction or condition that would prevent the organization from freely and effectively employing the transferred assets, or the income derived there from, in furtherance of its exempt purposes.

THPLD SPONSORED SPECIAL EVENTS POLICY

Proceeds of THPLD sponsored events must support THPLD identified needs and be approved by the Board of Trustees. THPLD will provide clear communication to event guests regarding IRS regulations that limit the charitable deduction amount to only a portion of the ticket price. All THPLD sponsored events must be evaluated for determination of continued offering.