



Donor Privacy Policy

Introduction

Alexandra House is a nonprofit organization committed to providing comprehensive services to victim/survivors of domestic and sexual violence. All donations solicited on behalf of the organization 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 Alexandra House who wish to solicit funds on behalf of the organization must acquire written permission from the Director of Mission Advancement prior to beginning any fundraising activities. Donor-designated restrictions on contributions shall be honored.

Alexandra House is a non-profit 501(c)(3) organization and contributions made to the organization 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.

Fundraising Procedures

Upon receipt, all monetary donations shall be forwarded to the administrative staff for coding and recording purposes. After funds have been accounted for donations are acknowledged by the Mission Advancement department. All monetary donations are recorded and deposited according to the organizations financial and accounting procedures. All donor-designated restrictions shall be communicated to the Accounting department so that they may be recorded and governed appropriately. All requests for donors to remain anonymous shall be honored by flagging the gift in the donor database as appropriate. All in-kind gifts that are accepted by Alexandra House shall be recorded and acknowledged according to the organizations financial and accounting procedures.

Donor Privacy Policy

Any information supplied to Alexandra House 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. Alexandra House does not sell or share donor lists. Donors who supply Alexandra House with their postal address or email address may be contacted periodically for solicitation purposes and/or with information regarding upcoming events. Donors may request to be permanently removed from Alexandra House's mailing list by contacting us via email, phone, or postal mail. All requests to be removed from Alexandra House's mailing list shall be honored. Donors who supply Alexandra House with their telephone number shall only be contacted by telephone regarding donations they have made.

Alexandra House does not participate in telephone fundraising activities.