

Operation Living Hope Fundraising OLH Policies & Procedures

Introduction

Operation Living Hope (OLH) is a nonprofit organization committed to eliminating hunger and developing collaborative strategies to encourage self-reliance in the Minneapolis area. 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. All third parties not directly affiliated with who wish to solicit funds on behalf of the organization must acquire written permission from the OLH development office prior to beginning any fundraising activities. Donor-designated restrictions on contributions shall be honored. Operation Living Hope 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 accounting department for coding and recording purposes. After funds have been accounted for by the appropriate accounting staff, a written transmittal, check copies, cash receipts, and any other correspondence accompanying the gift shall be circulated through the development department. The appropriate development staff shall confirm that all gifts have been coded correctly by initialing the transmittal sheet. Once donations are recorded and acknowledged by the development department, the completed written transmittal is returned to the accounting department. All monetary donations are recorded and deposited according to 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 OLH shall be recorded and acknowledged according to development and accounting procedures.

Donor Privacy Policy

Any information supplied to OLH 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. OLH does not sell or share donor lists. Donors who supply OLH with their postal address or email address may be contacted periodically for 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 OLH permission to contact them only once per year. Donors may request to be permanently removed from OLH's mailing list by contacting us via email, phone or postal mail. All requests to be removed from OLH's mailing list shall be honored.

Updated: April 2012