



Bridge House, Inc.

STATEMENT OF DONATION POLICY

EFFECTIVE
JANUARY 1, 2018

Bridge House, Inc

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ADOPTED December 6, 2017
RESTATED October 12, 2019

SCOPE OF THIS POLICY

This policy covers the rights people and corporations can expect when they contribute to Bridge House, Inc., and enumerates the duties to be performed by Bridge House staff and management.

DONORS BILL OF RIGHTS

Bridge House values its relationship with all of its donors and commits to the following:

1. Privacy-Bridge House will never sell its donor list to any other organizations. Further they may request that their names be deleted from our mailing list at any time. Confidentiality will be respected except for any reporting required by law.
2. Information access -Bridge House intends to have its latest audited financial statements available on its website, and/or donors will be provided them upon request.
3. Organization Mission- donors have a right to be informed of our mission, and the way we intend to use the donated resources.
4. Organization Leadership- donors have a right to know the Bridge House Board member (available on our website), and expect them to exercise prudent judgement in its oversight.
5. Recognition- Donors will receive appropriate acknowledgment, and any IRS required documentation will be provided to the donor.
6. Professional Relations- all relations with Bridge House individuals will be professional handled. Donors will be informed whether those seeking donations are volunteers, employees, or hired solicitors.
7. Questions Answered- when making donations, donors can feel free to ask questions and expect to receive prompt and truthful answers.

FUNDRAISING POLICY

Fundraising will always be done in a respectful manner and without pressure, incorporating the following guidelines:

1. All 3rd parties not directly affiliated with Bridge House who wish to solicit funds on our behalf must acquire written permission prior to fundraising.
2. Donor restrictions placed on contributions will be honored.
3. Written tax receipts shall be issued as required.
4. If Donor receives anything in exchange for the donation, the tax receipt shall clearly state what portion of the tax donation is tax deductible.

GIFT ACCEPTANCE POLICY

The majority of donation received by Bridge House are in cash, however, gifts of other tangible personal property has been received in the past. Such donations will be received if the staff and Board feel it is consistent with our mission and of benefit to the House. Any required appraisal is the responsibility of the donor. Any special cases such as setting up endowments, or unusual restrictions will be reviewed by the Board for appropriateness.