



19.10 FUND DEVELOPMENT

...

Donor Privacy: Montrose Counseling Center, Inc. deeply values the contributions that our donors make to sustain and support our mission. To protect the privacy of our donors and their special relationship with MCC, we maintain the following policies:

- We do not publish, sell, trade, rent or share donor lists with other organizations.
- We offer donors the option to be recognized anonymously.
- Donors may request that they not be solicited in the future.
- Donors may request to be removed from our telephone, mail and e-mail list.
- Access to a donor's contact and financial information is strictly limited to professional staff authorized to process those data.
- Mailing solicitations and donor correspondence shall not display "Montrose Counseling Center" or "MCC" on the outside envelope, but may display the graphic portion of the logo with a return address.

MCC will use donor contact information for these purposes only:

- Distribution of receipts for donations;
- Thanking donors for their donation;
- Informing donors about upcoming fundraising and other activities of MCC;
- Internal analysis and record keeping;
- Reporting to relevant Federal and State agencies (these reports are not available for public inspection);
- Contacting donors about changes to this policy.

MCC may list community, corporate, foundation, state and federal contributors on our website and in our annual report. Individual donors are not listed on the website or in annual reports. Capital campaign or "building fund" donors may be recognized with a marker of dedication (such as a sign or plaque approved by the donor) within the building according to giving level.

Donors may contact MCC at development@montrosecounselingcenter.org to review personal information collected and request corrections. This policy covering the gathering, usage and security of private donor information shall remain visible and accessible via the MCC website.

...