**DONOR BILL OF RIGHTS AND CONTRIBUTION CONFIDENTIALITY**

Giving to Friends Meeting of Washington (FMW) is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to our faith, quality of life, and contributes to the proper stewardship of our Meeting’s resources.

To assure that giving merits the respect and trust of contributors, and that donors and prospective donors can have full confidence in the use of funds by FMW, we declare all contributors to have these rights:

•  To be informed of the way FMW intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.

•  To be informed of the identity of Trustees and those serving on the Committees concerned with the collection and use of contributions.

•  To expect that prudent judgment and confidentiality will be exercised at all times by those entrusted with the stewardship of and fiscal/financial responsibilities for contributions.

•  To have access to FMWs audited financial statements.

•  To be assured their gifts will be used for the purposes for which they were given.

•  To receive appropriate acknowledgment and recognition.

•  To be able to have the donations recorded as “anonymous” when asked.

•  To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

In October 2008, the Meeting for Business of FMW expanded the list of those who could have access to personal contribution information.   This was done to provide access to administrative personnel and to facilitate fund raising efforts. The Meeting asked that the Finance and Stewardship Committee provide annual training to all such individuals in the use of personal contribution information.

The individuals with access to personal contribution information are:

            The Administrator and Assistant Administrator

            The Bookkeeper

            The Treasurer

            Members of Finance and Stewardship Committee

        **Members of the Capital Campaign and their record keeper**

FMW maintains an official meeting data base.  This data base includes a record for each individual or family.  All contributions made by the individual or family are entered into the meeting data base.  An exception is made when an individual requests that donations be recoded as “anonymous”.  Anonymous contributions are recorded on a separate “anonymous” record without other identifying information.   A hard copy of anonymous contributions is maintained for tax purposes.  Only the Bookkeeper has access to the record of anonymous contributions.

Individuals with access to personal contribution information will keep the information confidential.   They will use the following to assure confidentiality and the appropriate use of such information:

•  Personal contribution information will only be provided to those on the above list.

•  Personal contribution information will only be used for the purpose of fulfilling duties for FMW or for purposes mandated by a court with legal, jurisdictional standing.

•  The only permanent record showing personal contributions is in the meeting data base.

This permanent record is needed for tax purposes. From time to time hard copy or computer files including personal contribution information will be produced from the meeting data base.   The authorized individuals receiving that information will:

•  Shred any hard copy with such information as soon as the information is no longer needed.

•  Destroy any computer files with such information as soon as the information is no longer needed.

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