



ASSISTANCE LEAGUE[®] OF FLINTRIDGE DONOR PRIVACY POLICY

GENERAL STATEMENTS

Unless otherwise provided below, this Donor Privacy Policy shall be provided to any donor upon request.

ALF shall not copy, reproduce, publish, post, distribute or sell the name, personal contact information or amount of donation of donor to any individual or business without the written consent of the donor. Exceptions shall be those as required by and may be made without prior knowledge or consent of the donor.

Publications, promotional items and publicity of ALF referred to in this document, shall include but not be limited to the following: newsletters, annual report, website and brochure.

DONATIONS TO ASSISTANCE LEAGUE OF FLINTRIDGE

Bargain Box Donations

The ALF Bargain Box receipt will state: "All donations to the Bargain Box are solely for resale or other disposition by ALF. All information contained on this will be maintained in confidence with ALF unless otherwise required by law".

Other Donations to ALF

Any individual, corporation or business may make a contribution to ALF.

A donation to ALF may be restricted or unrestricted. Any restrictions shall be in writing. All restricted donations shall be used solely for the intended purpose and no other.

A letter to the donor shall be sent from ALF acknowledging the contribution, the amount of the donation and any restrictions on the donation.

All donations shall be treated individually so that multiple donations from a single donor shall receive the same consideration as if each were the first donation received.

RECORD KEEPING AND CONFIDENTIALITY

All financial records are maintained by ALF.

ALF shall keep all donor information in a secure location at its office.