



Assistance League® of Tulsa Donor Privacy Policy

Assistance League of Tulsa does not copy, reproduce, publish, post, distribute, share or sell, the name, personal contact information or description of donation of donor to any outside individual or business. Exceptions shall be those required by law, requested in grant applications or in connection with bank credit or debit card transactions that may be made without prior knowledge or consent of the donor.

Assistance League of Tulsa does acknowledge donors of monetary, merchandise, or in-kind contributions by name and/or description of donation in certain printed material such as chapter newsletters, brochures, press releases, event invitations or programs, stationery, solicitation letters, the organization's website or other means of expressing appreciation for the donors' assistance. A donor wishing to view samples of these publications may do so by contacting the chapter at the address below. Donors may request in writing if they do not want their names acknowledged on any of the printed material or website mentioned above. 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.

Donations received either through a direct or unsolicited means shall be processed for documenting in the same manner. This includes how the chapter will advise the donor of the privacy policy and their options of recognition available. A form or letter shall be sent to donor and will include the following pertinent information:

- Date (month and year) donation received
- Exact name of donor and address
- Any restrictions placed on the donation, if applicable
- How the chapter intends to use the donation, if it is a specific campaign
- A statement regarding the chapter's privacy policy
- Publications where the chapter intends to acknowledge the donation
- IRS information

If a donor chooses to opt out of any acknowledgement listings in all printed material, the donor's name and address will be made available only to members and/or staff of Assistance League® of Tulsa who are responsible for managing the business of the corporation.

A copy of Assistance League of Tulsa's Donor Privacy Policy is available on corporation website and will be mailed to a donor upon request.

All records of donations to Assistance League of Tulsa shall be maintained by the corporation according to the applicable standards of record retention in effect at the time of the donation. All records will be maintained in a secure location of the chapter.

Assistance League of Tulsa operates Bargains Resale Shop. The names of donors contributing to the resale shop are never made public without the donor's written permission.

A donor's photograph will not be used at any time or in any chapter publication without the donor's written consent. In the case of a minor, written permission will be obtained from the parent/guardian.

**Assistance League® of Tulsa
Donor Privacy Policy Cont'd.**

CHAPTER MEMBERS

When a chapter pays per capita dues, chapter members' information is added to the membership data base of the national organization which is located on the national organization's website. Each chapter's database is viewable by password access by designated chapter members and by designated members of the national organization who shall include: President, Treasurer, Vice-President Marketing, Executive Director, Website Coordinator, and members of the national office staff, as well as employees of any firm engaged by the national organization to host the website. Each chapter's database is not viewable by any other individuals or by members of any other chapter.

The national organization may provide, without prior approval, the name and address of each chapter member to the businesses that publish and mail any official publications of the national organization. Removal of a chapter member's name from this mailing list shall be done, in writing, by contacting the National Director of Public Relations. This request to remove from the mailing list shall be permanent, as to all publications listed above, until such time as the chapter member permits the mailing of publications to the address listed in the database.

Satisfaction of the requirement to provide a copy of this Donor Privacy Policy to chapter members shall be met by providing a copy of the policy in the membership manual and/or chapter website. A chapter member may request a copy at any time.

Assistance League® of Tulsa
5350 E 31st St
Tulsa, Ok 74135
Phone 918-832-8832
www.altulsa.org