

The Food Bank of Delaware (FBD) is a nonprofit organization committed to eliminating hunger and developing collaborative, community-based strategies to encourage self-reliance in Delaware. All donations solicited on behalf of the organization shall be used to further this mission and follow the policies and procedures outlined below.

## **Fundraising Policy**

Gifts to the Food Bank of Delaware will be solicited in a respectful manner and without pressure. All third parties not directly affiliated with FBD who wish to solicit funds on behalf of the organization must acquire written permission from the FBD development office prior to beginning any fundraising activities. Donor-designated restrictions on contributions shall be honored. FBD is a tax-exempt, nonprofit organization under section 501(c)(3) of the Internal Revenue Code and contributions made to FBD are tax deductible to the fullest extent permissible by law. Written acknowledgements of contributions shall be issued for all donations. If the donor receives anything in exchange for their donation, such as a dinner or event admission, the acknowledgement shall clearly provide an estimated value of the item(s) received and the remaining tax deductible portion of the donation.

## **Fundraising Procedures**

Upon receipt, all monetary donations are forwarded to the Development Department for coding and recording purposes. Donations and appropriate documentation (written transmittal, check copies, cash receipts, and any other correspondence accompanying) pertaining to the gift are forwarded to the Finance Department. All monetary donations are recorded and deposited according to accounting procedures. All donor-designated restrictions shall be communicated to the Finance Department so that they may be recorded and governed appropriately. Donations are recorded and acknowledged by the Development Department. All requests for donors to remain anonymous shall be honored by flagging the gift in the donor database as appropriate. All in-kind gifts that are accepted by FBD shall be recorded and acknowledged according to development and accounting procedures.

## **Donor Privacy Policy**

Any information supplied to FBD by donors will be used solely to fulfill their donation and shall not be shared for any reason unless permission is granted by the donor to share such information. All requests to remain anonymous shall be honored. FBD does not sell or share donor lists. Donors who supply FBD with their postal address or email address may be contacted periodically for solicitation purposes and/or with information regarding upcoming events. All donors have the option of being placed on a "once-a-year" mailing list which grants FBD permission to contact them only once per year. Donors may request to be permanently removed from FBD's mailing list by contacting us via email, phone or postal mail. All requests to be removed from FBD's mailing list shall be honored. Donors who supply FBD with their telephone number shall only be contacted by telephone regarding donations they have made. FBD does not participate in telephone fundraising activities.

All inquiries regarding the above policies, or regarding fundraising or donor relations FBD, may be directed to:

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Development Director  
Food Bank of Delaware  
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(302) 292-1305 x236  
[akilleen@fbd.org](mailto:akilleen@fbd.org)

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