

Family Partnerships of Central Florida

PROCEDURE

Series:	Public Relations	COA: ETH 3 CFOP:
Procedure Name:	Donor Recognition and Rights	
Procedure Number:	PBR-3008	
Reviewed Date:	10/13/16,	
Revision #/Date:	10/04/19, 4/10/23, 2/11/2025	
Effective Date:	02/19/13	
Applicable to:	Family Partnerships of Central Florida (FPOCF), The National Center for Innovation and Excellence and Family Partnerships Foundation	

PURPOSE: To ensure donations are properly recorded, donors receive recognition for their contributions, and donors' rights to privacy, when applicable, are respected.

PROCEDURE:

References: FPOCF Policies/Procedures: CM 140, CM 160, FM 204, GOV 005, GOV 205, PBR 3001, PBR 3003, PBR 3004, PBR 3005, PBR 3006

Association of Fundraising Professionals Donor Bill of Rights (<https://afpglobal.org/donor-bill-rights>)

Definitions:

- A. Donor: any person, business or organization that provides support of material value to the organizations.
- B. Donation: any financial or material contribution to the organizations.
- C. Financial Donation: cash, check, gift card, stock, bond or other financial instrument that may be converted to cash or used as a cash equivalent.
- D. In-Kind Donation: any item or service that has monetary value.

Procedures:

Any donation will be recorded and recognized according to the following procedures.

- 1. Financial Donation
 - a. Recorded in the daily log by front-desk personnel and submitted to the finance department (FD) for processing.
 - b. A copy of the donation is provided to the public relations department designee and the information is recorded in donation software.
 - c. A letter of thanks is generated by the public relations designee, along with a tax receipt indicating the donor's name and address, as well as the amount of the financial donation.
- 2. In-Kind Donation
 - a. Accepted by any member of the agency.
 - b. If a material good (such as clothing, appliances, housewares, motor vehicle, etc.), the donor completes an in-kind donation form indicating their name/business and address, a list of the items donated, and their approximate value.

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- c. A letter of thanks is generated by the public relations department designee, along with a tax receipt indicating the donor's name and address, as well as the noted value of the donation.
- d. If the in-kind donation is of a continuous nature (such as a monthly discount for products or services, complimentary advertising, etc.), at the end of the calendar year a letter of recognition and thanks is generated by the public relations department designee, along with a tax receipt indicating the donor's name and address, as well as the total value of the in-kind donation.

Recognition Threshold

All monetary gifts received must be recognized in writing within five business days of the receipt of the donation.

- Gifts of less than \$200 will receive a written thank you from the public relations department designee. Donor contact information, including the gift amount, should be forwarded to the chief communications officer.
- Donor gifts between \$200 and \$1,000 will receive a written, personalized thank you in writing or by phone from the president and CEO of the agency receiving the gift.
- Donor gifts greater than \$1,000 will receive a written, personalized thank you in writing or by phone from the president and CEO.
- Donor gifts greater than \$10,000 will receive a joint letter from the president and CEO and the FPOCF board chair of the agency.
- Special recognition events may be held to recognize large donors, including invitations to company events or recognition at FPOCF board meetings.

The public relations department designee will send tax-exempt letters to donors by Jan. 20 of the year following the gift. Signatures on the letters will follow the same thresholds identified above.

All donors are kept abreast of the organization's activities via newsletters, annual reports or other communication vehicles.

Donor Rights:

It is the intent of Family Partnerships of Central Florida, The National Center for Innovation and Excellence, and Family Partnerships Foundation to operate transparently and respect the wishes of its donors regarding recognition of their contributions. The following rights are afforded every donor:

1. To be informed of the organization's mission, its intended use of donated resources, and its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization's governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgement and recognition.

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6. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when donating and to receive prompt, truthful and forthright answers.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 03/13/2025