

INSERT YOUR LOGO

Board Policies and Procedures Table of Contents

Tab 1 - Board Member Contact List (Previous Year and Current Year)

Tab 2 - Bylaws

Tab 3 - Corporate Contact Information (filed with IRS and CA Secretary of State)

Tab 4 – Incorporation

- IRS 501(c)(3) Exemption Letter
- Articles of Incorporation

Tab 5 - Fundraising Policies and Procedures

- ✓ **Gift Solicitation & Acceptance** which includes the following policies:
 - Accepting Restricted gifts, Securities, Personal Property, Intellectual Property, and Planned Gifts
 - Donor Privacy
 - Permission for e-mail communication to donors and supporters
- ✓ **Donation Acceptance Procedures** including
 - Gift recording
- ✓ **Donation Acknowledgment Procedures** including:
 - IRS receipts and thank yous
 - Donor Recognition and Stewardship

Tab 6 - Board Manual containing:

- Committee Descriptions
- Fundraising Expectations and Commitments
- Duties and Responsibilities
- Conflict of Interest Statement
- Policy regarding removal from the Board
- Background check procedures (where applicable)

Tab 7 – Financials

- Budget (Current Year and Next Year)
- Previous 3 years' P & L Statements
- Previous 7 years' 990's

Tab 8 - Database procedures and instructions

- ✓ **Data Management Procedures** including
 - Database procedures and instructions
 - Confidentiality related to donor records and information