

## **Donation Acknowledgement Policy and Procedure**

All gifts shall be acknowledged within three business days using the appropriate letter based on level of gift and campaign.

- 1) Gifts of \$250 or more shall be acknowledged with the appropriate letter or pre-printed card signed by the Board Chair. The card must contain the appropriate IRS language.
  - a. If no goods or services were received in exchange for the gift, the phrase “No goods or services were received in exchange for your gift. Your gift is tax deductible to the extent allowed by law.”
  - b. If a good or service was received, \_\_\_\_\_ shall indicate on the letter the fair market value of the benefit.
- 2) Donors of \$1,000 or more should receive a phone call from the Board Chair or appropriate designee.

When appropriate, Board members shall be assigned thank you calls to make.

Additional Stewardship strategies shall be implemented from time to time.