



## Donation Policy

The Houston Public Library Foundation's donation practices support donor trust and confidence.

Donors have the right:

- To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- 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.
- To have access to the organization's most recent financial statements.
- To be assured their gifts will be used for the purposes for which they were given.
- To receive appropriate acknowledgement and recognition.
- To be assured that information about their donations is handled with respect and with confidentiality.
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- To have the opportunity for their names to be deleted from mailing lists.
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Houston Public Library Foundation has the right:

- To decline donations that do not align with the mission or purpose of the organization.
- To schedule appointments to receive in-kind donations.
- To schedule appointments for donors to review their paper and/or electronic files.
- To return any unused funds to the donor at the end of the grant term.