



Assistance League® of Southern California
1370 North St. Andrews Place • Hollywood, CA 90028
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DONOR PRIVACY POLICY

Assistance League of Southern California does not copy, reproduce, publish, post, distribute, share or sell, the name, personal contact information or description of donors to any outside individual or business. Exceptions are those required by law, requested in grant applications or in connection with bank credit or debit card transactions that may be made without prior knowledge or consent of the donor.

Assistance League of Southern California does acknowledge donors by name and/or description of donation, in certain printed material such as newsletters, brochures, annual reports, press releases, event invitations or programs, stationery, solicitation letters or other means of expressing appreciation for the donor's assistance. Assistance League of Southern California will provide, at least annually, a means (such as a check-off box) for both new and continuing donors to inform the charity if they do not want their names acknowledged on any of the printed materials mentioned above. A donor wishing to view samples of these publications may do so by contacting the organization at the address listed above.

If a donor chooses to opt out of any acknowledgement listings in printed material, the donor's name and address are made available only to members and/or staff of Assistance League of Southern California who are responsible for managing the business of the corporation.

A printed copy of Assistance League of Southern California's Donor Privacy Policy will be mailed to a donor upon request and is also available on the corporation's website at www.assistanceleague.net

All records of donations to Assistance League of Southern California are maintained by the corporation according to the applicable standards of record retention in effect at the time of the donation. All records will be maintained in a secure location of the organization.

4/2010

FUNDRAISING POLICIES

Fundraising solicitations and information, distributed by any means, are accurate, truthful and not misleading, both in whole and in part.

The corporation spends no more than thirty-five percent (35%) of total support and revenue (excluding program service revenue and investment income) on fundraising expenses.

Contributions received with donor-imposed restrictions are used only for that purpose.

The corporation has a donor privacy policy in place that sets forth the duties and obligations of ALSC with respect to contributions of a donor.

Donor names and addresses are not shared or sold to outside organizations unless required by law.

ALSC does not act as a fundraising agent for other organizations or make financial contributions to other organizations or agencies except to meet specific needs.

All dates for fundraising events or activities are approved by the ALSC Board of Directors, and all printed and electronic (or materials to be posted online) materials are approved by the ALSC Public Relations Department.

ALSC provides receipts/acknowledgements to donors for all cash and non-cash contributions as outlined in IRS Requirements for Donor Documentation and Sample Acknowledgement Letters.

Each fundraising event and activity conducted for the benefit of a program service and/or the general philanthropic program of the corporation realizes a surplus of at least fifty percent (50%) of total receipts.

Tickets and/or invitations for all fundraising events show the amount of the ticket; fair market value and description of goods and services received, if applicable; the amount that is tax deductible and the words "Retain for Tax Purposes" are on the portion retained by the donor.