

Williamsburg Players, Inc.

Policy and Procedures Manual

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| Title: Donations Policy (or Donors Bill of Rights) | | Number: |
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(Note, policies are statements or rules, procedures are methods or courses of action. The vertical line in the margin denotes last revision.)

1. **General:** The Williamsburg Players policies and procedures address the solicitation, receipt, acceptance, management, reporting, use and disposition of the private sector resources based on the included “Contributors Bill of Rights”.
2. **Policies:** All philanthropic gift policies are subject to changing laws, rules and regulations. Therefore, they must be reviewed periodically to protect present and future donors and investors in the fulfillment of the Williamsburg Player's mission. The following statement of principles and contributors rights will be made available to the public:

Statement of Principals:

PHILANTHROPY is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

Contributors Bill of Rights

1. To be informed of the organizations mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organizations governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organizations most recent financial statements.
4. Whenever requested, and especially with specified gifts, annual reports shall be given to the donor.
5. To be assured their gifts will be used for the purposes for which they were given.
6. If the Williamsburg Players finds itself unable to utilize a contribution for its stated purpose, this should be communicated to the donor so that an alternative usage can be arranged or the contribution returned.
7. To receive appropriate acknowledgment and recognition.
8. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
9. Contributions will be accounted for using generally accepted accounting standards, allowing for maximum efficiency and productivity of each gift.
10. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
11. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
12. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.