

IV. Gift Acceptance and Donor Privacy Policy

ESF encourages charitable contributions that support its mission to enhance student success and teacher excellence. This policy outlines the procedures for accepting, processing, and recognizing donations while safeguarding donor privacy and intent.

Gift Acceptance Guidelines

Acceptable Gifts include: cash, checks, credit card payments, publicly traded securities, bequests, beneficiary designations, real estate and personal property (subject to review), and in-kind contributions.

Conditions for Acceptance:

Gifts must align with the mission of the Eudora Schools Foundation. ESF may decline gifts that do not support its programs, create an undue administrative burden, or fall outside the ESF's strategic priorities.

Restricted Gifts: Must be supported by written donor intent and may require a Memorandum of Agreement (MOA) if they establish a new fund, exceed \$5,000, or involve complex terms.

Donor Acknowledgment and Recognition

Acknowledgment: ESF issues annual acknowledgment letters with IRS-compliant documentation. Event-specific acknowledgments may be added as needed.

Recognition: Donors are publicly recognized unless anonymity is requested. The Executive Committee may review public recognition for major gifts.

Donor Privacy

All donor information is securely stored and processed through PCI-compliant platforms. Donor data is never sold or shared outside the scope of ESF operations. Donors may request anonymity at any time.

In limited circumstances, the ESF may engage trusted third-party vendors to support operational needs (e.g., data management, mailing services, or event coordination). When donor information is shared for these purposes, vendors are required to sign a confidentiality agreement and are strictly prohibited from using the information for any other purpose.

All ESF staff and volunteers who have access to donor information must sign a Donor Privacy Agreement (see Appendix)