

**Cottonwood, Incorporated
Policies and Procedures**

SECTION: Administrative

POLICY NO: 04-027

SUBJECT: Solicitation of Gifts or Donations

PAGE(S): 1 of 1

EFFECTIVE DATE: January 1984

Policy:

All letters, speeches, or other methods of collecting gifts or donations must be cleared through the Director of Community Relations/Development. Such programs shall conform to legal requirements and established ethical standards for fund raising activities.

Procedures:

1. A copy of the proposed solicitation will be presented to the Director of Community Relations/Development. Proposals may also be presented verbally to the Director of Community Relations/Development who will then determine if a written proposal is needed.
2. If the proposal is appropriate for fund raising, it will be reviewed by the Foundation Board.
3. The person suggesting the solicitation will work with the Director of Community Relations/Development to put the plan into action.