



Monroe County United Ministries

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Gift Acknowledgment Policy and Procedure

Monroe County United Ministries seeks outright gifts and future gift commitments that are consistent with its mission. Donations generally will be accepted from individuals, partnerships, corporations, organizations, government agencies or other entities without limitations—unless acceptance of gifts from a specific source is inconsistent with the organization’s beliefs, values and mission. MCUM will not accept gifts from companies whose products may be harmful to our clients or from donors whose requests for public recognition are incompatible with our philosophy of appreciation. In processing, all gifts will be coded in the donor database for the constituency source from which the gifts were given (e.g., individual, corporation, foundation, organization, etc.).

Donors are encouraged to support areas reflecting their interests. MCUM’s priorities include gifts for unrestricted, restricted and endowment purposes. When gifts with restrictions are accepted, restrictions will be honored. These restrictions will be detailed in the donor’s gift acknowledgment letter.

Donor information that should be private and confidential will not be made public. Donors will have the opportunity to request their names do not appear in recognition materials.

If no goods or services were received in exchange for the gift, the full amount of your contribution is tax-deductible as allowed by law.

MCUM will:

1. Acknowledge all gifts within three to five business days using appropriate thank-you letters based on the gift level.
2. Gifts of \$249 or less will be acknowledged with the appropriate thank-you letter or preprinted card signed by the executive director.
3. Gifts of more than \$250 will be acknowledged with the appropriate thank-you letter signed by the executive director and Board of Directors.
4. A representative of the Board of Directors will call donors of \$500+ to thank them personally.

Our Vision: A community free of poverty and injustice.

