



Fundraising and Donor Privacy Policies & Procedures

Introduction

Jewish Family Services of Middlesex County (JFS) is a non-profit human services agency whose mission, rooted in Jewish values, is to help all individuals and families in need realize an improved life experience at home, in the workplace, and in the community. We pursue these aims by providing effective social services, counseling, and advocacy through responsive, caring programs. All donations solicited on behalf of the agency shall be used to further this mission and follow the policies and procedures outlined below.

Fundraising Policy

Funds shall be solicited in a respectful manner and without pressure. All third parties not directly affiliated with JFS who wish to solicit funds on behalf of the agency must acquire written permission from the JFS development office prior to beginning any fundraising activities. Donor-designated restrictions on contributions shall be honored. JFS is a 501(c)(3) agency and contributions made to the agency are tax deductible to the fullest extent of the law. Written tax receipts shall be issued for all donations. IF the donor receives anything in exchange for their donation, such as a dinner or event admission, the tax receipt shall clearly state what portion of the donation is tax deductible.

Fundraising Procedures

Upon receipt, all monetary donations shall be forwarded to the accounting department for coding and recording purposes. After funds have been accounted for by the appropriate accounting staff, a written transmittal, check copies, cash receipts, and any other correspondence accompanying the gift shall be circulated through the Fund Development Department. Donations are acknowledged by the Fund Development Department. All monetary donations are recorded and deposited according to accounting procedures. All donor-designated restrictions shall be communicated to the Finance Department so that they may be recorded and governed appropriately. All requests for donors to remain anonymous shall be honored by flagging the gift in the donor database as appropriate. All in-kind gifts that are accepted by JFS shall be recorded and acknowledged according to Fund Development and Accounting procedures.

Donor Privacy Policy

Any information supplied to JFS by donors will be used solely to fulfill their donation and shall not be shared for any reason unless permission is granted by the donor to share such information. All requests to remain anonymous shall be honored. JFS does not sell or share donor lists. Donors who supply JFS with their postal address, phone number, or email address may be contacted periodically for solicitation purposes and/or with information regarding upcoming events. Donors may request to be permanently removed from JFS' mailing list by contacting JFS via email, phone or postal mail. All requests to be removed from JFS' mailing list shall be honored. Donors who supply JFS with their telephone number may be contacted by telephone regarding donations they have made.