

Donor Relations and Privacy Policy

In soliciting funds from the public or from donor institutions, Montgomery County Youth Services (MCYS) uses material that is truthful. The agency respects the privacy concerns of individual donors and expends funds consistent with donor intent. MCYS discloses important and relevant information to potential donors.

In raising funds from the public, MCYS will respect the rights of donors, as follows:

- To be informed of the mission of MCYS, the way the resources will be used, and capacity to use donations effectively for their intended purpose
- To be informed of the identity of those serving on the agency's governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities
- To have access to Montgomery County Youth Services most recent financial reports
- To be assured their gifts will be used for purposes for which they are given
- To receive appropriate acknowledgment and recognition
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law
- To be approached in a professional manner
- To be informed whether those seeking donations are volunteers, employees of MCYS, or hired solicitors
- To have the opportunity for their names to be deleted from agency mailing lists
- To be encouraged to ask questions when making a donation and to receive prompt, truthful, and forthright answers

Montgomery County Youth Services keeps demographic information on donors including name, address, phone number, email address, employer, and history of donations on a secure password protected database. This information is used to personalize our appeals to our supporters. The agency does not share donor information outside the agency unless given permission to do so by the donor. Donors may review their personal information and make corrections by making contact with the following MCYS staff:

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| Director of Fund Development | (281) 292-6471 |
| Director of Special Events | (281) 419-4826 |
| Executive Director | (936) 756-8682 |

The Executive Assistant will be responsible for sending out donor thank you letters for all cash donations. Significant donations will also receive a personal thank you from the Executive Director and/or Board of Directors. In Kind donations will be acknowledged by the supervisor of the department/office receiving the donation. Significant In Kind Donations will also receive a thank you letter from the Executive Director and/or Board of Directors.