



## **Stewardship of Charitable Gifts**

### **Truthfulness in Communications**

In securing charitable gifts, all representations of fact, descriptions of the financial condition of Greenlight Operation, or narratives about events must be current, complete, and accurate. References to past activities or events must be appropriately dated. There must be no material omissions or exaggerations of fact, use of misleading photographs, or any other communication which would tend to create a false impression or misunderstanding.

### **Giver Expectations and Intent**

Statements made about the use of gifts by Greenlight Operation in its charitable gift appeals must be honored. A giver's intent relates both to what was communicated in the appeal and to any instructions accompanying the gift, if accepted by Greenlight Operation. Appeals for charitable gifts must not create unrealistic expectations of what a gift will actually accomplish.

### **Charitable Gift Communication**

Greenlight Operation will email same-day gift acknowledgements to donors. Gifts of \$250 or more will have a gift acknowledgement mailed within three business days. All donors will receive an emailed donation summary in January, following the completed tax year.

### **Acting in the Best Interest of Givers**

When dealing with persons regarding commitments on major gifts, Greenlight Operation's representatives will seek to guide and advise givers to adequately consider their broad interests.

Greenlight Operation will make every effort to avoid knowingly accepting a gift from, or entering into a contract with, a giver that would place a hardship on the giver or place the giver's future well-being in jeopardy.

### **Percentage Compensation for Securing Charitable Gifts**

Compensation will for contractors and staff will not be based upon the percentage of charitable contributions raised.