



**NORTH YELLOWSTONE  
EDUCATION FOUNDATION**

[www.GardinerNYEF.org](http://www.GardinerNYEF.org)

**NYEF FUNDRAISING POLICIES 2022**

**REGISTRATION FOR FUNDRAISING**

North Yellowstone Education Foundation (NYEF) will comply with all state and federal laws regarding registration of fundraising activities.

**FUNDRAISING PLAN DEVELOPMENT**

A fundraising plan will be established each year and approved by the board as part of the budget approval process.

Any individual or group wishing to do a fundraising event must submit their idea and plan in writing to the board two months before plan development begins.

The fundraising program should be staffed and funded at a level consistent with fundraising expectations.

**DONOR RELATIONS**

Donors' wishes will be considered to the extent possible if their intended use of funds is in keeping with the purpose of NYEF and with the policies and priorities of the organization as expressed in the annual operations plan. North Yellowstone Education Foundation will not accept a gift for which it is incapable of honoring donor intent.

**ACKNOWLEDGMENTS**

All gifts, regardless of value, form, or stipulations, shall be acknowledged by NYEF in the form of a written substantiation, including a gift receipt.

**DONOR PRIVACY**

North Yellowstone Education Foundation will respect a donor's wish to remain publicly anonymous.

In addition, NYEF shall maintain confidentiality concerning all correspondence regarding contributions, gift records, prospect cards, and other data on donors, and will ensure that this donor information is used on a need-to-know-basis only for the support of fund development for North Yellowstone Education Foundation.

**PLEDGES AND PAYMENTS**

All financial pledges, whether for operational or capital support, are confirmed through a pledge confirmation letter that outlines the amount of the pledge and terms of payment. In addition, NYEF will send the donor a reminder of pledge renewal 30-days before it is due.



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**MORALITY CLAUSE**

Because the reputation of donors may impact the image of NYEF, if any donor and/or company is accused of any act involving moral or ethical issues under any law, any act of moral turpitude, or any act which casts unfavorable light upon NYEF, or if the donor and/or company is accused of performing any act which would adversely affect NYEF's events, programs, services, or reputation, NYEF shall have the right to, 1. Decline the initial gift or any remaining pledge payments, 2. Remove donor recognition signage/plaques.

**GIFT ACCEPTANCE**

The director of NYEF and the board have the authority to solicit and/or accept gifts on behalf of North Yellowstone Education Foundation in order to further the mission of the organization.

There is a potential that the acceptance of certain gifts could compromise the ability of the organization to accomplish its goals or could jeopardize its tax-exempt status. Hence, NYEF will not solicit or accept gifts from individuals or entities whose practices, policies, or operations are deemed unacceptable and contrary to the values, mission, and well-being of the organization.

**RESTRICTED DONATIONS AND NYEF FUNDING**

NYEF allocates 10% of all restricted donations (except when prohibited by grant requirements) to cover operational financial and administrative costs.

**IN-KIND DONATIONS**

North Yellowstone Education Foundation accepts services or equipment that can be of use or can be quickly sold. This includes rental space, professional services, office furnishings, vehicles, fixtures, and other operational equipment.

The donor must supply an appraisal for equipment or goods contributed over \$5,000. If the value appears unreasonable NYEF retains the right to adjust the value for its accounting purposes.

In-kind donations are to be used exclusively for the organization and are not to be used by Board members, volunteers or employees for personal purposes.