**Great Aspirations Scholarship Program, Inc.**

**Fundraising Policy**

**Solicitations, Acknowledgments, and Disclosures**

All GRASP solicitations and acknowledgments will be accurate, truthful, and candid, and they will follow all federal and state requirements, including, but not limited to:

* Disclosure of tax-exempt status.
* Disclosure of the availability of a financial statement from the Virginia Department of Agriculture and Consumer Services upon request, as required by Virginia law.
* Disclosures required of paid solicitors acting on behalf of GRASP, when applicable.
* Indication of the value of goods or services provided to the donor in exchange for their gift.

Solicitations will be respectful and free of excessive pressure, and they will always make clear the mission of GRASP, how GRASP intends to use the gift, and the relation of the solicitor to GRASP. Donors will always receive prompt acknowledgement of their gift and appropriate recognition, in accordance with the privacy policy.

GRASP will make publicly accessible the identity of those serving on the Board of Directors and the organization’s most recent financial statements. This information will be posted on GRASP’s public website and made available upon request.

**Donor Privacy Policy**

GRASP is grateful to our supporters and committed to preserving their privacy. We abide by the Donor Bill of Rights published by the Association of Fundraising Professionals and available at afpglobal.org/donor-bill-rights.

GRASP collects donor contact information, including addresses, telephone numbers, and email addresses. Credit card information from online donations is stored by our PCI DSS-compliant processor Authorize.net and is not accessible to GRASP, unless a donor chooses to submit this information via the GRASP Commitment Form. Donors requesting state tax credits provide their Social Security Number or Employer Identification Number as part of the required application. Contact information and giving history is stored in the Bloomerang Customer Relationship Management software and protected by their multi-layer security policy. Physical copies of donor information, including commitment forms, tax credit applications, and checks, are stored securely in the GRASP office, which is protected by restricted keycard access in a building equipped with security cameras.

GRASP may use donor contact information to send acknowledgment notices, future gift solicitations, event invitations, newsletters, and information materials. Unless they have requested anonymity, donors’ names may be acknowledged publicly in such places as the website, annual report, and newsletter. GRASP keeps donor information strictly confidential and does not sell any donor's personal information. With the exception of tax credit requests transmitted securely to the Virginia Department of Education, GRASP does not share any donor's personal information with individuals or organizations outside of GRASP. We do not send mailings or solicitations to our donors on behalf of other organizations.

Donors have the right to determine how their information will be used. Requests by donors to remain anonymous; to review their personal information that we have collected and make corrections; to remove themselves from GRASP’s mail, email, and telephone contact lists; or to curtail solicitations or other mailings from GRASP will be honored. To make such requests, a donor can submit our online feedback form or call the GRASP Main Line provided on the contact page of our website at grasp4va.org/contact.

**Honoring Donor Intentions**

When GRASP accepts gifts with restrictions, those restrictions will be honored. If GRASP cannot honor the restriction, then the gift will be returned to the donor.

**Working with Outside Fundraisers**

GRASP does not pay fundraisers based on a percentage of the amount raised or any other commission formula. GRASP only hires or contracts fundraisers or fundraising counsel who are properly registered with the Commonwealth of Virginia.

**Monitoring of Fundraising Activities**

All fundraising activities conducted by staff, volunteers, consultants, contractors, board members, and others soliciting on behalf of GRASP will be approved by the Chief Executive Officer, Chief Financial Officer, or Director of Outreach and Public Affairs.