

# Fundraising Policy

## Introduction

The JVL Wildcat Academy Charter School (“JVL Wildcat” or “School”) is a qualified 501(c)(3) tax-exempt organization with a mission *to re-engage disenfranchised students age 16 to 21 with the personalized educational experiences they need to build successful futures by overcoming the economic, social and personal challenges that caused them to fail in other high schools.*

The JVL Wildcat seeks donations, gifts and future gift commitments that support and further its mission. Donations are generally accepted from individuals, partnerships, corporations or other entities without limitations-unless acceptance of gifts from a specific source is inconsistent with the School’s values and mission. The JVL Wildcat will follow the policies and procedures outlined below.

## General Fundraising Policy

JVL Wildcat will adhere to the following standards in its fundraising activities:

- JVL Wildcat fundraising activities will comply with all relevant laws and standards established by The Association of Fundraising Professionals (AFP).
- JVL Wildcat communications in the course of carrying out a fundraising activity shall be truthful and non-deceptive.
- JVL Wildcat shall use all monies raised via fundraising activities for the stated purpose of the appeal and will comply with the School’s stated mission and purpose.

## Gift Solicitation and Acceptance Policy

Employees of JVL Wildcat must have written approval from the CEO and Principal prior to engaging in any fundraising activities. Any individual soliciting funds on behalf of JVL Wildcat will do so in a respectful manner that does not cause discomfort or undue pressure on the person or entity being solicited.

Gifts received by JVL Wildcat will be counted toward the Operating Fund unless otherwise stated by the donor in writing. When gifts are received with restrictions, the restrictions will be honored. JVL Wildcat will also honor the wishes of any donor who want to make their gift anonymously.

## Gifts-In-Kind Policy

Gifts-in-kind such as equipment, software or a product(s) will be accepted with the approval of the CEO/Principal and Chief Financial and Operating Officer. Donors must complete a gift-in-kind form that includes the name of the donor, a description of the item(s), the retail value of the item(s), and permission to publicly recognize the donation. Once accepted, the donated item(s) become the property of JVL Wildcat, who retains the right to use or dispose of a gift-in-kind as it sees fit, unless another arrangement is made with the donor.

## Fundraising Event Policy

JVL Wildcat plans fundraising events to raise funds, broaden our base of donors and bring awareness to the School's mission. These events are carefully planned and will only proceed if it is determined there is no financial loss to the School. Fundraising events that take place off-site from School grounds will have approval from the CEO/Principal. A representative of the JVL Wildcat will be present at any off-site fundraising event. Any items donated for events will be considered gifts-in-kind and processed as such.

All ticket sales and donations will be handled by the Chief Financial and Operating Officer and Development/Events team.

## Donor Privacy Policy

Information collected of donors or prospective donors, including their names, addresses and telephone numbers, the amount of their gift, etc. shall be kept strictly confidential. JVL Wildcat does not sell or share donor lists.

Donors who are on JVL Wildcat's mailing list may be contacted for periodically for solicitation purposes and/or with information on upcoming school programs or fundraising appeals. The collection of donor information is also used to acknowledge donors and issue donation receipts.

Donors may request to be removed from the mailing list by contacting the Chief Financial and Operating Officer in writing to Chief Financial and Operating Officer, JVL Wildcat Academy Charter School, 17 Battery Place 1<sup>st</sup> Floor, New York, NY 10004; or via email to [CSakosky@jvlwildcat.org](mailto:CSakosky@jvlwildcat.org) or by calling 212-209-2006 ext. 6186. All requests to be removed from JVL Wildcat's mailing or call list will be honored.

## Donor Acknowledgement Policy

JVL Wildcat is a qualified 501(c)(3) tax-exempt organization and donations are tax-deductible to the fullest extent of the law. All donors will receive an acknowledgement/thank you letter and tax receipt within 7 business days of donation receipt. The amount of goods and/or services

received in exchange for contributions, such as dinner or silent auction shall be clearly stated in the tax receipt. Please consult your tax advisor regarding specific questions about your donations and deductions.

Electronic and paper copies of acknowledgement letters and tax receipts will be stored for up to seven years.

All donors giving \$350 or more annually will be listed in Our Supporters section on the School's website, [www.jvlwildcat.org](http://www.jvlwildcat.org)

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