
Township of Uxbridge Public Library
POLICY STATEMENTS AND PRACTICES

POLICY NO.: B4 Donor Recognition Policy

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OBJECTIVE: To provide guidelines when recognizing donors.

DATE OF APPROVAL: March 15, 2007

MOTION: 07-29

DATE OF AMENDMENT AND MOTION: April 27, 2017 Motion: 17-18

Policy Statement

1. Voluntary contributions to the Township of Uxbridge Public Library are a means of supporting enhanced services and programs, and help ensure the Library's long-term stability.
2. The Township of Uxbridge Public Library recognizes that a philanthropic gift is one whose worth is relative to means and that only the donor can define generosity. It is the act of giving and not the size of any donation that underlies our donor recognition and communication philosophy and our actions.
3. The Township of Uxbridge Public Library practices an approach to communications and recognition that is donor-centered. This means that the fundamental interests and sensibilities of donors are paramount in the design and delivery of all communications and recognition, whether written or in person. Specifically, our donor-centered communications and recognition activities adhere to the following principles:
 - 3.1 our donors can expect to receive prompt acknowledgment of the gifts they make to the Township of Uxbridge Public Library;
 - 3.2 our donors can expect to be informed of the specific destination of their gifts;
 - 3.3 our donors can expect to receive meaningful and measurable information on their gifts at work prior to being asked to give again to the Township of Uxbridge Public Library;
 - 3.4 our donors do not receive gift acknowledgments or information about their gifts along with solicitations;
 - 3.5 the Township of Uxbridge Public Library welcomes designated giving to specific programs or services.

Policy Practices

- 1 The Township of Uxbridge Public Library will:
 - 1.1 issue personalized thank you letters to donors within two working days of receipt of their gifts;
- 2 Who is Recognized
 - 2.1 The donor recognition policy recognizes all individuals, corporations, service clubs, community organizations and philanthropic foundations who make monetary donations to the Library.
 - 2.2 The Uxbridge Public Library recognizes the special role of individuals who make a long-term commitment by establishing a charitable gift to the Township of Uxbridge Public Library through their estate plans.
 - 2.3 The donor recognition policy does not include recognition for sponsorship, fundraising events or campaigns, and foundation grants that involve individualized recognition programs.
 - 2.4 The Donor reserves the right to remain anonymous and decline public (or private) recognition at all times. In lieu of placing a name on any public listing of donations, the word “anonymous” shall be inserted in place of the individual’s name.

3. Donations

The recognition policy does not track cumulative giving.

Donations can include outright gifts of cash, pledges, bequests, gifts of life insurance and such other gift arrangements as the trustees may from time to time approve.