

Animal Rescue League of Berks County, Inc.

Gift Acknowledgment Policy

Introduction

The purpose of this policy is to ensure that the Animal Rescue League of Berks County, Inc. accepts and acknowledges gifts consistently and with the appropriate level of gratitude.

Policy Details

1. All gifts made to the ARL will be acknowledged within 2 business days using the appropriate IRS gift receipt language by either a mailed receipt or a e-receipt.
2. All attempts to locate an email or address for the donor will be made if one is not provided at the time of the gift. If a contact cannot be found, letters will be stored in the ARL's CRM database for distribution if and when a contact can be found.
3. Donors reserve the right to waive their receipt of a mailed gift acknowledgment and receive an e-acknowledgment instead.
4. All gifts of \$10.00 and above will be acknowledged with the appropriate thank you letters with two signatures: a live signature of the VP of Development and a pre-printed signature of the Executive Director.
5. If no goods or services were received in exchange for the gift, insert "No goods or services were received for your gift. Therefore, the amount of your contribution is tax-deductible as allowed by law." If a good or service was received, the ARL must inform the donor of its fair market value in order for the donor to know the tax-deductible portion of the contribution. "In exchange for your contribution of \$XYZ, you received XYZ with a fair market value of \$XYZ, so \$XYZ may be treated as a charitable donation."
6. All donations of \$500 or more will receive a direct call from the VP of Development or Executive Director to thank them personally. When appropriate, personal thank you notes or phone calls from members of the Board of Directors will be sent or performed as well.