Cedar Closet of Flagstaff
Donor Privacy Policy

1. Unless otherwise provided below, this DONOR POLICY shall be provided to any donor upon request.

2. Cedar Closet of Flagstaff does not copy, reproduce, publish, post, distribute, share or sell, the name, personal contact information or description of donation or donor to any outside individual or business. Exceptions shall be those required by law, requested in grant applications or in connection with bank credit or debit card transactions that may be made without prior knowledge or consent of the donor.

3. Cedar Closet of Flagstaff does acknowledge donors by name and/or description of donation with permission, in certain printed material such as chapter newsletters, brochures, press releases, event invitations or programs, stationery, solicitation letters, the organization's social media or other means of expressing appreciation for the donor's assistance. A donor wishing to view samples of these publications may do so by contacting the chapter at the address below.

4. Cedar Closet of Flagstaff will provide a means for donors to inform the organization if they do not want their names acknowledged on any of the printed material mentioned above. All donations shall be treated individually.

5. If a donor chooses to opt out of any acknowledgment listings in printed materials, his/her name and address will be made available only to members and/or staff of the chapter who are responsible for managing the business of the corporation.

6. All records of donations to Cedar Closet of Flagstaff shall be maintained by the corporation according to the standards of record retention in effect at the time of the donation. All records will be maintained in a secure location of the chapter.

7. A donor's photograph will not be used at any time or in any chapter publication without the donor's consent. In the case of a minor, written permission will be obtained from the parent/guardian.

Store Address:	**Mailing Address:**
Cedar Closet Thrift Store 2919 N West Street Flagstaff, Arizona 86004	Cedar Closet of Flagstaff P.O. Box 3297 Flagstaff, Arizona 86003 Email: **info@cedarclosetflag.com** Website: **www.CedarClosetFlag.com** Phone: (928) 779-3029

<see next page for Donor Policy Consent Form>

Cedar Closet of Flagstaff
2919 N. West Street
Flagstaff, Arizona 86004

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The Cedar Closet of Flagstaff may publish donor names, photographs and/or amounts in publications viewed by the community, such as the Arizona Daily Sun, annual report, website, brochure, fundraiser programs, and newsletters. To exclude your donation in any of the mentioned publications, please check your choice below:

◯ **You man include only my name**

◯ **Do not include any of my information as I wish the donation to be anonymous.**

_____ _____

Signature **Date**