



Pro Seniors Development Policy

Pro Seniors is a nonprofit organization whose mission is to enhance the independence and quality of life of older adults by empowering them, by protecting their interests and by facilitating their access to resources through three programs: legal services, long-term care ombudsmen, and Ohio SMP (Senior Medicare Patrol).

Pro Seniors' Commitment to Ethical Fundraising

Pro Seniors must raise funds to support its mission and solicits gifts in an ethical and fiscally responsible manner and without pressure. Pro Seniors is accurate in its description of Pro Seniors in all communications, and any individual requesting funds on behalf of Pro Seniors will do so in a respectful manner. All third parties not directly affiliated with Pro Seniors who wish to solicit funds on behalf of the organization must acquire written permission from the Executive Director of Pro Seniors prior to beginning any fundraising activities.

Pro Seniors is a nonprofit 501(c)(3) organization and contributions made to the organization are tax deductible to the extent permitted by law. Donor designated restrictions on contributions accepted by Pro Seniors will be honored. If Pro Seniors is unable to accommodate the donor's designated restriction, a representative will contact the donor to discuss alternative designations for the contribution. Every new donor will be added to a donor database and included in mailings and invitations to special events. Written tax receipts will be issued for all donations. If the donor receives something in exchange for a donation (that's not considered a token item), such as a dinner or event admission, the tax receipt will clearly state the portion of the donation eligible as a tax deduction.

Because of the complex nature of a planned gift, or bequest, any individual choosing to leave part of their estate to Pro Seniors is encouraged to seek his or her own outside legal and tax advice before its execution. Pro Seniors and its staff cannot provide legal or tax advice to donors.

Donor Acknowledgements

Every donor to Pro Seniors will receive a formal acknowledgement/thank you letter and donation receipt. The Pro Seniors' standard is to send an acknowledgement within 72 hours of receiving the donation.

Every donor is included in a donor recognition listing, and all requests to remain anonymous will be honored. Pro Seniors makes every effort to list supporters correctly and in the format they prefer. If any donor wishes to change their current listing, they may contact the development staff in writing or by email.

Contributor Acknowledgement System for Annual Fund Gifts

Gifts of \$1-\$249 will receive a letter from the Resource Development Manager

Gifts of \$250-\$499 will receive a letter from the Resource Development Manager with a handwritten note from the Resource Development Manager and a token item, such as a brochure

Gifts of \$500-\$999 will receive a letter from the Resource Development Manager with a handwritten note on the letter from the Executive Director and a token item, such as a brochure

Gifts of \$1000-\$4999 will receive a letter from the Resource Development Manager and a separate handwritten note from the Executive Director

Gifts of \$5000 and more will receive a letter from the Resource Development Manager and a phone call from the Executive Director

Donor Privacy Policy

We respect the privacy of our donors and protect their personal information. Any information supplied to Pro Seniors by donors will be used solely to fulfill their donation and will not be shared for any reason. We do not rent, sell or trade our mailing lists. Donors who supply their postal address and/or email address will be contacted periodically for solicitation purposes and/or with information regarding upcoming events and added to the e-newsletter list. If at any time a donor wishes to be removed from a donation acknowledgement list or from any mailing list, the donor may do so by contacting us by phone or in writing.

Special Events Policy

Pro Seniors may plan events to raise funds, to broaden its base of supporters, and to bring greater awareness of Pro Seniors' mission. Fundraising events sponsored by Pro Seniors should align with its mission. These events will go forward if it is clear that they will not result in a financial loss for Pro Seniors, and Pro Seniors will evaluate its events to determine whether they should continue to offer them.

Pro Seniors will provide clear communication to event guests regarding IRS regulations that limit the charitable deduction amount to only a portion of the registration price. Everyone who registers and every sponsor will receive a letter clearly stating what portion of the registration is eligible as a tax deduction. Pro Seniors will honor its sponsorship levels by fulfilling the incentives for every sponsor based on the level of sponsorship.