Donor policies and procedures

Gift Processing Policy

All gifts will receive an acknowledgment letter and/or an appropriate receipt. The appropriate acknowledgment will be prepared and issued within 5 business days whenever possible.

Current IRS regulations require that the receipt of gifts valued at $250 or more be accompanied by a written statement from the organization confirming the donation and describing the value of services, if any, received by the donor.

Gift Processing Procedures

Receipt of Gifts

All monetary gifts to GGa should be forwarded immediately to the (Development Officer), where the appropriate steps will be taken to ensure that the gift is recorded, acknowledged, then returned and processed by the Director of Operations. Complete paperwork should accompany all donations.

Cash, Check or Credit Card Gifts

If a donation comes in through the mail, the gift should be copied and forwarded directly to Development Director. When a donor gives a cash donation to a GGAF staff member, the staff member should completely fill out a Donation Form and give the original to the donor and keep the final copy for GGAF administrator’s records.

The Director of Operations will record the gift, send an appropriate acknowledgement of the gift, and will then forward a copy of the acknowledgement to the Director of Development.

Donors may ask to have their credit cards charged for their gift. The donation form is to be completed in the same manner and forwarded to the appropriate departments.

Recording and Acknowledgement of Gifts

GGA will record and acknowledge all gifts and provide the appropriate information to GGF development and administration.

Thank You Letters and Receipts

• Departments or branches receiving gifts should send thank you letters upon receipt of any gift.

• Thank you letters will be sent by GGF within 5 business days of receipt of the gift whenever possible.

• Tax Receipts will be issued by the Operations Office for all designated use gifts and all other gifts of $250 or more.

• All gifts to the Development staff will be recognized as appropriate in GGF publications unless otherwise stipulated by the donor.