

## Monthly Donation Acknowledgement Policy

### 1) Overview:

The purpose of this document is to define requirements for acknowledging donations made to Temple Beth David.

### 2) Requirements:

All temple donations will be acknowledged via e-mail, hardcopy mail, phone call, public pronouncement, or a combination of these methods. The applicable delivery method is based on the amount of the donation and the wishes of the donator.

- a) Donations less than \$100.00: acknowledgment sent via e-mail
- b) Donations between \$100.00 and \$250.00: acknowledgment sent via hardcopy mail
- c) Donations between \$250.01 and \$999.99: acknowledgment sent via hardcopy mail and phone call from TBD President
- d) Donations of \$1,000 or greater: acknowledgment sent via hardcopy mail, phone call from TBD President and reference in monthly newsletter (if desired by donator)

### 3) Roles & Responsibilities:

The TBD Office Administrator, Corresponding Secretary and TBD President are responsible for executing the monthly donation acknowledgment process. Their roles and responsibilities are as follows:

#### a) TBD Office Administrator

- i. Identify current month donations
- ii. Generate and send e-mail acknowledgements, per the clip levels contained in the Requirements section of the policy
- iii. Notify the Corresponding Secretary of donations requiring hardcopy mail, per the clip levels contained in the Requirements section of the policy
- iv. Notify the TBD President of donations requiring an acknowledgement phone call, per the clip levels contained in the Requirements section of the policy
- v. Coordinate inclusion of the donation in the monthly newsletter – per guidance from TBD President
- vi. Maintain procedures for executing the monthly donation acknowledgement process

#### b) Corresponding Secretary:

- i. Upon notification from the TBD Administrator send hardcopy mail to members whose donations were over \$100.00

#### c) TBD President:

- i. Upon notification from the TBD Administrator contact via phone, members whose donations were \$250.01 or greater in the preceding month
- ii. Notify the TBD Administrator where the individual or family whose donation was \$1,000 or greater would like to be publicly acknowledged in the next monthly newsletter