



Donor Bill of Rights

To assure that Playtime Poppy Children's Theatre merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the organization, we declare that all donors have these rights:

- 1) To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- 2) To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- 3) To have access to the organization's most recent financial statements.
- 4) To be assured their gifts will be used for the purposes for which they were given. This includes clarification of the donor's intent at the outset of a funding relationship, volunteer willingness and capacity, and expected duration of ongoing support.
- 5) To receive appropriate acknowledgement and recognition.
- 6) To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- 7) To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- 8) To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors. Professional advisors, consultant, referral sources or any others seeking to influence a donor's philanthropic decision will inform the donor of any conflicts of interest, referral fees, dual retention arrangements or other such agreements.
- 9) To expect that the donors' names and personal information will not be shared, sold or rented. This includes assurance that each donor's privacy is adequately protected, including internal management and technology controls to prevent inadvertent or unwanted disclosure of personal information. Playtime Poppy Children's Theatre collects the following donor information: name, phone number, email address, and physical address. It is collected via website, when an individual donates or fills out a pledge form. The information is used to send a gift receipt letter, acknowledge the gift in annual report, for future solicitations, and for event invitations.
- 10) To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Playtime Poppy Children's Theatre engages, educates, and entertains the community through interactive theatre productions and arts-integrated education.