



ASSISTANCE LEAGUE® CHICAGOLAND WEST

DONATION ACCEPTANCE POLICY

Assistance League Chicagoland West is an all-volunteer organization whose mission is to identify, develop, fund and deliver educational and outreach programs that address needs and assist in transforming lives in our local communities.

Assistance League Chicagoland West solicits and accepts cash donations, donations of stock, and donations of items that are consistent with its mission and that support its core programs, as well as special projects. Assistance League Chicagoland West reserves the right to refuse a donation (item) if it is determined to be outside of the organization's mission.

It is the policy of Assistance League Chicagoland West to liquidate stock immediately upon receipt.

Assistance League Chicagoland West does not accept used products for use in its philanthropic programs.

Assistance League Chicagoland West does not assign values to noncash donations. Donations to Assistance League Chicagoland West become the property of Assistance League Chicagoland West.

Donors should be aware that while items may be accepted for use in a program or project, our needs sometimes change. Therefore, Assistance League Chicagoland West reserves the right to:

- Sell an item
- Raffle an item
- Donate the item to another 501(c)(3) charitable organization
- Recycle the item or dispose of it as need dictates

Every donation will be promptly acknowledged. In accordance with our Donor Privacy Policy, Assistance League Chicagoland West is committed to respecting the privacy wishes of all individuals and organizations making cash or in-kind donations to Assistance League Chicagoland West. We do not copy, publish, post, distribute, share or sell the name, personal contact information, or description of donor contributions 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.

Assistance League Chicagoland West does acknowledge donors by name and/or description of donation, unless the donor notifies us declining acknowledgement. Acknowledgements might be included in, but not limited to, newsletters, brochures, press releases, event invitations, event programs, stationery, solicitation materials, media thank you ads, the Assistance League Chicagoland West website (www.alcw.org) or other means of expressing appreciation for donor contributions. A donor wishing to view samples of these acknowledgements may do so by contacting the chapter at the address below.

Thank you again for your contribution.

If you wish your donation to remain confidential or you do not want your donation published, please complete the following form and mail it to:

Assistance League Chicagoland West
120 E. Ogden Ave., Suite 100
Hinsdale, Illinois 60521

Name _____

_____ I wish only my name be included in publications.

_____ Do not publish any information related to this donation.

If you need additional information or have any questions, please phone us and an Assistance League volunteer will get back to you as soon as possible.

120 E. Ogden Ave., Suite 100, Hinsdale IL 60521 630.321.2529 Email: treasurer@alcw.org

www.alcw.org