



## Policies regarding Fundraising Disclosure, Individual Solicitation and Gift Receipts<sup>1</sup>

### 1. Tax deductibility statements:

- a. Acknowledgement letters will be given with one of the following statements:

“St. Cloud Municipal Band is a 501(c)3 organization. Your donation is tax deductible to the fullest extent of the law. “

### 2. Solicitation Letter Checklist

- Name, address, and phone number of the organization.
- Statement attesting to the tax deductibility of contributions.
- A description of the program for which the organization is seeking support and a general description of the organization’s purpose.
- The letter has been examined to ensure that it does not have inaccurate or misleading information.

### 3. Donor Gift Receipt Checklist

- The amount of the contribution that is tax deductible.
- The date the contribution was received.
- Name, address, and phone number of the organization.

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<sup>1</sup> Based on template provided by Charities Review Council. Document accepted by SCMB on 13 April 2015. The donor privacy policy can be found on the website: [www.scmunicipalband.org](http://www.scmunicipalband.org), under the BOARD tab.