

Policy Title: In Memory Donations Policy	Category: FR-7 (Page 1 of 1)
Policy Type: Fundraising	Approved: Sept 30, 2014 Revised: March 7, 2019
Review Frequency: Annually	When: December

INTENT

The WDM has many long- term volunteers and supporters and is often named the charity of choice for In Memory donations. The WDM is grateful to be recognized in this way by families dealing with the loss of a loved one.

GOAL

The purpose of documenting an internal process for handling In Memory donations is to prevent duplication of effort and to streamline communications in a sensitive, timely and appropriate manner.

PROCEDURES

Once the Museum location has been informed that the WDM is the designated charity of choice for In Memory donations, an email should be sent to the Manager of Philanthropy containing the name of the deceased, a copy of the obituary, and the name and mailing address of the next of kin.

The Philanthropy office will inform Corporate Office administration.

In Memory donations made at a WDM location, will be forwarded to Donor and Member Relations at the Corporate Office.

Within three weeks of the In Memory designation, the next of kin will be thanked with sensitivity, for recognizing the WDM in this way.

Provided written permission has been obtained from the donors, the names and addresses of In Memory contributors will be provided to the next of kin. The actual amount of the gift(s) is never disclosed to the next of kin.

The charitable tax receipt is mailed to the donor, along with a letter thanking them and informing them that the named next of kin has been notified of their In Memory gift.

It is appropriate for the Museum location to send a personalized thank you to the next of kin, in addition to the correspondence that is sent from the Philanthropy office.