



WDM DONATIONS PROCESS - FOR INTERNAL USE

1. All donations and donor information must be treated with the utmost confidentiality. No information will be shared without the Manager of Philanthropy's permission.
2. When a donation is received, Donor Services and Member Relations (Sharon Miller) will inform the Manager of Philanthropy (Susan Scharf) and prepare the charitable receipt and thank you letter.
3. If the donation is made at a WDM location, the Museum Manager or their designate will forward the donation and donor information to Donor Services and Member Relations at the Corporate Office.
4. Written permission must be obtained from the donor before any public acknowledgement of the donation can take place. This includes internal communications, written or otherwise.
5. The Manager of Philanthropy is responsible for ensuring that donor permission for public acknowledgement has been obtained.
6. If the donor declines to be acknowledged publicly, the charitable receipt and thank you letter will be sent from the Manager of Philanthropy and the donor shall be listed as anonymous on any communications.
7. If the donor agrees to be acknowledged publicly, the Manager of Philanthropy will ensure that the appropriate donor communication/donor recognition next steps are taken as per the WDM Donor Recognition Policy.
8. The Manager of Philanthropy may recruit Board Members, other volunteers and/or Managers to send a separate thank you, **after** the initial thank you and charitable receipt has been forwarded to the donor by the WDM.