NAPA VALLEY COLLEGE FOUNDATION
CONFIDENTIALITY STATEMENT

I understand that in the course of my employment or volunteer service on behalf of Napa Valley College Foundation (service), I may have access to documents, data or other information that may be of a personal or private nature. Further I understand that such information is to be considered confidential whether or not it is labeled or identified as “confidential.”

I acknowledge that the confidentiality of such information is to be scrupulously protected. Except as required by my service, I shall never, either during or after my employment or volunteer service at Napa Valley College Foundation, directly or indirectly disseminate or disclose any information acquired in the course of my service.

I have read and understand the attached “Donor Bill of Right” and “Donor Confidentiality Policy.”

I understand that any violation of this policy of confidentiality may be grounds for disciplinary action up to and/or including termination of employment, or removal from the Board. I hereby acknowledge and will abide by Donor Confidentiality Policy.

Type/Print Name          Signature         Date

The Donor Bill of Rights

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

I. 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.

II. 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.

III. To have access to the organization’s most recent financial statements.

IV. To be assured their gifts will be used for the purposes for which they were given.

V. To receive appropriate acknowledgement and recognition.

VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.

VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

The Donor Bill of Rights was created by the Association of Fundraising Professionals (AFP), the Association for Healthcare Philanthropy (AHP), the Council for Advancement and Support of Education (CASE), and the Giving Institute: Leading Consultants to Non-Profits. It has been endorsed by numerous organizations.