

Donor Recognition Policy

Recognizing the generosity of donors is an important component of any fundraising effort and the War Memorial Center is committed to thanking our donors in an appropriate and timely fashion. The following Donor Recognition Policy applies to individual, corporate and foundation donors. Sponsorships are covered under the specific terms of the sponsorship agreement.

Gift acknowledgement

All gifts to the War Memorial Center will be acknowledged in a timely fashion (within one business week of receipt) and recognized in an appropriate manner. All donors will be acknowledged with a letter or email of thanks from the Executive Director, Development Director, member of the Board of Trustees, and/or campaign chair. These acknowledgments will include the donor's name, amount of gift and purpose or nature of the gift as well as appropriate tax language. In the case of donated goods or services, any monetary value must come from the donor and be recognized as being represented by the donor and not by the War Memorial.

Donor recognition

Lists of annual or campaign donors will be printed in the War Memorial Center's annual report and included on our web site and newsletters. Capital campaign gifts exceeding \$5,000 will be recognized on a donor wall or with special signage as appropriate. Recognition of all types of gifts is the responsibility of the Director of Development. Naming recognition, permanent or otherwise, of programs, rooms, interior or exterior spaces must be approved by the War Memorial Center Board of Trustees.

Contact us with comments or questions about our donor recognition policy via email at vchappell@warmemorialcenter.org or call us at (414)273-5533.