WASHINGTON STATE
COMBINED
FUND DRIVE

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MEMORANDUM OF POLICY
RE: Combined Fund Drive Policy on discontinuing contact upon request

1. Policy: It is the policy of the Washington State Combined Fund Drive (CFD) that charities are prohibited from contacting any state employees for purposes other than acknowledgement or training. All contact to any person must be ceased upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent.

The CFD shall maintain a record of all requests by persons who indicate to the CFD, its professional fundraiser, and other agents, that they do not wish to be contacted by or on behalf of the Combined Fund Drive.

2. Procedure: Each donor is entitled to be placed on the program's "anonymous individual list" during the donation process, preventing all parties from acquiring said donor's contact information. Upon a person's (or a person's authorized representative's) request that the member charity discontinue further contacts, the person's name and address will be promptly modified to insure that no further contact is made with the person. The CFD will also take steps to insure that the person's name is removed from any external databases or records under the CFD's control.

3. Exceptions: Exceptions to this policy include contact to state employees by the CFD, any charity that has entered in an oral or written agreement with the CFD to assist with trainings in local areas, or any charity that has received oral or written permission from the donor and/or volunteers to contact them.

4. Failure to comply: Initial failure to comply with this policy will result in a written request by the CFD to the charity requesting a cease in contact with the donor/volunteer, followed by a disqualification from the program (as expressed in WAC 434-750-230).

5. Permanent Record: The CFD will maintain a record of all requests for discontinuance of contacts, effective with the adoption of this policy by the CFD's board of directors. Oral requests will be recorded in writing by the staff of the CFD. Such a request will be maintained by the CFD to the extent necessary for legal or liability purposes.

This policy has been so approved on June 1, 2012 by:

Stephanie Horn
Special Programs Director

Randy Ryan
Program Manager

Washington
Secretary of State
SAM REED

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