



<b>Title: Acknowledgment of Monetary Donations</b>
<b>Policy #: 34</b>
<b>EXPIRES: When Replaced</b>
<b>ISSUED BY: Church Council</b>
<b>SIGNED:</b>

## 1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	6/16/15	S. TRAKEL	TO DEVELOP A STANDARD FOR ACKNOWLEDGING DONATIONS

## 2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to all monetary donations received by any ministry of the church, including the Early Childhood Center and The Gathering Place.

## 3 Policy

There will be no public acknowledgement of donations, except in the event of a sponsorship such as the Autumn Auction or a bulletin sponsor. Donor names will not be posted anywhere in the church or listed in any public documents, such as the bulletin or newsletter.

Donations that are given through the offering plate are to remain confidential and will not be acknowledged with a thank you note.

A thank you note from the Director of Church Administration will be mailed to non-confidential donors that have designated a gift of money in any amount, outside of the offering plate. Examples of this include but are not limited to memorials, Endowment donations and monetary ministry gifts.

## 4 Procedure

1. When a donation is received outside of an offering envelope, the staff member receiving it will ask the donor if the donation is to remain confidential.

- a. Member donations that go onto their contribution report will be placed into an offering envelope. If the donation is not confidential, a donation card will be filled out and given to the Director of Church Administration, the Director of the Early Childhood Center or the Director of The Gathering Place and Memory Matters.
    - b. Donations that do not go onto a member contribution report will be placed into an office envelope. Confidential or not confidential will be written on the outside of the envelope and submitted to the Treasurer's Assistant.
  2. At the end of each week the Treasurer's Assistant will review all the office envelopes and determine if any thank you notes need to be issued. A donation card will be filled out and given to the Director of Church Administration, the Director of the Early Childhood Center or the Director of The Gathering Place and Memory Matters.
  3. Once the donation card is received, the appropriate Director will issue a thank you note within two weeks.
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## **5 Forms**

X125 – Donation Thank You Note Template