



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 assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in **Coleman Professional Services**, we declare that all CPS donors have these rights:

1. To be informed of the mission of **Coleman Professional Services**, of the way we intend to use donated resources, and of our capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the governing board of **Coleman Professional Services**, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the recent financial statements of **Coleman Professional Services**.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive prompt and appropriate acknowledgment and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing the interests of **Coleman Professional Services** to the donor will be professional in nature.
8. To be informed whether those seeking donations on behalf of **Coleman Professional Services** are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists.
10. To be assured that **Coleman Professional Services** does not intend to share, rent, sell or otherwise disclose confidential donor information.
11. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Coleman Professional Services has adopted the text of this statement, in its entirety, as developed by the American Association of Fund-Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), and the Association of Fundraising Professionals (AFP).