



Email Solicitations Policy

Policy JOJS

Overview


The Courageous Steps Project is committed to helping children and young adults with developmental challenges. With this, involves using email as a way to solicit donations and sponsors for the organization. Email solicitations involve:

Tactics

- The CEO/Executive Director, a board member, or a designated representative/volunteer to have the accurate information about the upcoming event.
- To send emails in a responsible manner, and in a way that attracts people to support the organization.
- If a conflict of interest is identifiable with a board member or a designated volunteer, that must be put into consideration when sending out these emails.
- All email communication can be designated to a certain member of the board of directors, or the CEO/Executive Director, who can delegate those roles in any given time.
- Any email solicitation complaints that do occur, will be examined by the CEO/Executive Director and examined by the board of directors, if needed, for reevaluation of this policy.
- Emails can include information about a potential sponsorship, donation or a fundraising event coming up for The Courageous Steps Project.
- If the email solicitation becomes a conflict of interest, the CEO/Executive Director will be examined by the board of directors, which could result in a policy change. The board of directors shall make an appropriate decision at that point.
- Any changes to how email solicitations are conducted shall be made by the board of directors, with the CEO/Executive Director's advising, when needed and if appropriate.



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Approved Signature of Executive Director: 

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