



Mail Solicitations Policy

Policy JOMS

Overview

Mail solicitations are a very important part of our fundraising, especially at the beginning of each fiscal year (January 1st-December 31st). Mail solicitations have increased dramatically since the organization was founded in 2014.

Tactics

- 1.) The Courageous Steps Project's CEO/Executive Director or a designated board member(s) will create a letter to be mailed out to businesses and potential donors.
- 2.) All address's and letters to those businesses and donors will be kept confidential to The Courageous Steps Project's CEO/Executive Director and Board of Directors.
- 3.) In all envelopes, will be a business letter, a copy of our 'Step' System for Businesses, and a sponsors or regular donation form.
- 4.) Some mail solicitations will include flyers for upcoming fundraisers. However, more of this will be done through our social media outlets.
- 5.) Different board members can mail out donation packages & sponsorship packages, but must make that aware to the CEO/Executive Director, so a notification can go to the postmaster at the post office where the mail box is.

Approved Signature of Executive Director: _____

A handwritten signature in black ink, appearing to read "Carmel J. [unclear]", is written over a horizontal line.

Updated on Friday July 22, 2016 at 10:23pm