



# Mail Solicitations Policy

## Policy JOAS

### Overview

Phone solicitations are a very important part of our fundraising, especially throughout the year, when an excellent opportunity approaches. We believe that phone solicitations will continue to become an important part on how we fundraise and gain support for The Courageous Steps Project.

### Tactics

- 1.) Any of the board of director members or CEO/Executive Director can make phone calls on behalf of the organization.
- 2.) All phone numbers of donors must be kept private, unless it is a friend that you know.
- 3.) If a transaction occurs through the phone, no credit card numbers, security codes, or check numbers can be written down, as it is a violation of a person's privacy.
- 4.) Any director or officer who violates any privacy rights of The Courageous Steps Project's Phone Solicitations, will be subject to an investigation by the board of directors, and will be potentially brought to the attention of law enforcement.
- 5.) All major calls should be in the hands of the CEO/Executive Director, unless the CEO/Executive Director designates the Board of Directors otherwise.

Approved Signature of Executive Director:  \_\_\_\_\_

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