

**SOP # 10.8 Revision:** 1-25-17  
**Effective Date:** 2011

**Prepared by:** Bylaws/Policies & Procedures Committee  
**Approved by:** Board of Directors

**Title:** **SANTA ROSA PLATEAU FOUNDATION (SRPF) - GIFT  
ACKNOWLEDGEMENT**

**Policy:** The SRPF recognizes the vital importance of their donor support and the importance acknowledging that support in a timely manner.

**Purpose:** To establish gift levels, forms of acknowledgement, time frame, board and staff involvement.

**Scope:** Applicable to officers and Executive Director.

**Procedure:**

**1.0 ACKNOWLEDGEMENT OF GIFT**

- A. Gifts will be acknowledged within 30 days using appropriate thank you cards or letters based on the gift level. If receipts are sent, they will include wording required by the IRS.
- B. Gifts of \$100 or more will receive a receipt/thank you letter signed by the Treasurer.
- C. Gifts of \$250 or more will also be acknowledged with an appropriate thank-you card or letter signed by the Executive Director.
- D. The board President will send an additional thank-you card or letter to donors of gifts of \$500 or more.
- E. The Executive Director will call donors of \$500 or more to thank them personally.
- F. The value of any non-cash gift must be established by the donor, not by the SRPF.