

Donor Recognition Policy

1. All donors need to be acknowledged in a manner which conforms to their gift of money, time, product, expertise or space.
2. Every donation of \$20.00 or more will be acknowledged promptly (within 3 business days). A tax receipt will be sent to the donor by the Treasurer of Ottawa Therapy Dogs, with a thank-you letter enclosed.
3. A major donor is an individual or group (business, service club, foundation) who contributes cash, a grant, a gift-in-kind, volunteer time or service with a minimum value of \$100.00.
4. All major donors will be recognized where applicable in the following ways: a tax receipt, and thank you letter from either the Treasurer or Chairperson of the Fundraising Committee. All major donors are eligible to receive public recognition in the OTD quarterly newsletters and/or on the OTD website.
5. All major donors/supporters will be acknowledged in the yearly OTD Annual Report.
6. A printed list of all supporters will be on public view at the Annual General Meeting.
7. Information about donors is handled with respect and confidentiality by OTD. Ottawa Therapy Dogs respects the right of the donor to remain anonymous.
8. The Donor Recognition Policy will be reviewed and modified on a yearly basis, or as needed by the Fundraising Committee and then referred to the Board of Directors for approval.

Approved September 29, 2004