MidwayFoundation

CHANGING THE FUTURE OF YOUTH SHOOTING SPORTS

MidwayUSA Foundation Policy Document

Departments: Programs & Financial

Authority: ED

Process Owners: Programs and Financial Groups

Revision date: 3/23/2018

Donor Policy

<u>Purpose</u>

To define the conditions under which donations are accepted and the manner in which donor information is used and protected.

Definitions

Underlined words indicate a separate policy for that subject.

Requirements

- 1. The MidwayUSA Foundation will accept an unrestricted donation for the Foundation itself or for the benefit of a specific shooting team(s) or organization(s).
 - 1.1. The MidwayUSA Foundation owns and controls all donations, including those made for the benefit of a specific shooting team(s) or organization(s).
 - 1.2. Donations made for the benefit of a specific shooting team(s) or organization(s) will be credited to the team or organization's endowment account. The MidwayUSA Foundation Board of Directors reserves the right to override the donor's request or reallocate the funds later.
- 2. The MidwayUSA Foundation will not accept a restricted donation for the Foundation itself or for the benefit of a specific shooting team(s) or organization(s) without approval from the MidwayUSA Foundation's Board of Directors.
- 3. Donations made to the MidwayUSA Foundation are non-refundable.
 - 3.1. Exception Donations received due to a conspicuous error may be returned at the discretion of Foundation management. Please refer to Money Transfers to Outside Entities policy for additional information.
- 4. Information collected by the MidwayUSA Foundation.
 - 4.1. We will collect payment information, billing address, and other information necessary to process a donation. We will use a donor's personal information to comply with the law or in the good faith belief that such action is necessary to

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conform to the requirements of law or comply with legal process served on us. We will use the personal information to protect against potential fraud. We may verify with third parties the information collected in the course of processing a gift, event registration or other donation. If the donor uses a credit or debit card, we may use card authorization and fraud screening services to verify that the card information and address matches the information that the donor supplied to us and that the card being used has not been reported lost or stolen.

- 4.2. A donor has the right to review information that we have collected about them. To review that information the donor must contact us in writing at 6001 W. Van Horn Tavern Rd., Suite C, Columbia, MO 65203.
- 5. Information about a donation may be disclosed to outside entities.
 - 5.1. Specific information relative to a donation may be disclosed to Federal, State, and local taxing authorities.
 - 5.2. Unless a donor selects "Anonymous" when making a donation, general information relative to the donation(s) may be used for publicity for the MidwayUSA Foundation in various places and publications, including the MidwayUSA Foundation website. The donor's name and contribution amount may also be shared, including the team or organization that will benefit from the donation.
 - 5.3. Except as described in the Privacy Policy and this Donor Policy, the MidwayUSA Foundation will not sell, distribute, disclose to any third party, or make public, contact information, such as mailing address, phone number, and email address, indicating it is for a donor or specific donation.