

# THOMPSON COMMUNITY FOUNDATION

## Statement of Donor Recognition Policy and Guidelines

**As Amended: December 2020**

Donors contributing to the endowment funds of the Foundation should be recognized for their contributions according to the level of contribution.

### **Donor Recognition**

The Thompson Community Foundation Board of Directors has adopted the following donor recognition guidelines:

Donation Level	Level Name	Recognition
< \$500	Friends	Named in annual report for year of contribution
\$500 to \$999	Supporters	Name recorded annually in the annual report
\$1,000 - \$9,999	Founders	Name recorded annually in the annual report Personalized thank you letter Invitation to Annual Meeting (President's Reception)
> \$10,000	May Direct or Advise	To be defined at a later date (see Note)

Note: A large donation exceeding the size of the current endowment fund may affect the community foundation status. Large donations will need to be considered by the board on an individual basis.

1. The Fundraising Committee will implement and manage the policies and guidelines as recorded in the Statement of Donor Recognition Policy and Guidelines and as approved by the Board of Directors of the Thompson Community Foundation.

## THOMPSON COMMUNITY FOUNDATION

2. The Fundraising Committee will review the Statement of Donor Recognition Policy and Guidelines on a regular basis and recommend changes to the Board of Directors for approval.
3. Donors who donate \$10 or more shall be provided a tax receipt as evidence of their donation, or as required by *The Income Tax Act*
4. The above recognition category names and amounts are subject to change upon review by the board.
5. Named Funds may be created for funds in excess of \$5,000.

Approved by Motion of the Thompson Community Foundation Board of Directors

Date: December 15, 2020

Signature of President: (J. Pelk)

Signature of Vice President: (T. Krawetz)

Signature of Vice President (S. Thethy)