



**Lakeshore Players, Inc.**  
Community Theatre Since 1953

**Lakeshore Players Theatre  
POLICY ON DISCONTINUING CONTACT UPON REQUEST**

1. Policy: It is the policy of Lakeshore Players Theatre (LPT) to discontinue contacting any person upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent.
  - a. LPT shall maintain a record of all requests by persons who indicate to LPT, its professional fundraiser, and other agents, that they do not wish to be contacted by or on behalf of LPT.
2. Limitation: This policy does not prohibit contact by LPT that is solicited by a person or a person's representative, even if the person or his/her representative have requested to be placed on the "do not contact list." Contact by LPT that is solicited by a person whose name appears on "do not contact" list shall be limited to providing a direct response to the person's inquiry and shall not cause the person's name to be removed from the "do not contact" list.
3. Procedure: Upon a person's (or a person's authorized representative's) request that LPT discontinue further contacts, the person's name and address will be promptly removed from LPT's database or modified to insure that no further contact is made with the person. LPT will also take steps to insure that the person's name is removed from any external databases or records under LPT's control.
4. Permanent Record: LPT will maintain a record of all requests for discontinuance of contacts, effective with the adoption of this policy by LPT's board of directors. Oral requests will be recorded in writing by the staff of LPT and maintained with the written requests. The records of persons who have made such a request will be maintained by LPT to the extent necessary for legal or liability purposes.

Adopted by majority of the board of directors of LPT this [\_\_ day of \_\_\_\_\_, 20\_\_].

Signed: \_\_\_\_\_

[\_\_\_\_\_] , Secretary  
Lakeshore Players Theatre



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## **Lakeshore Players Theatre (LPT) Fundraising and Donor Privacy Policies & Procedures**

### **Introduction**

Lakeshore Players mission is “to provide community enrichment opportunities through the performing arts.” Lakeshore serves as the premier performing arts center for the White Bear Lake area and is committed to providing opportunities for our community to participate in and experience live theatre. All donations solicited on behalf of the agency shall be used to further this mission and follow the policies and procedures outlined below.

### **Fundraising Policy**

Funds shall be solicited in a respectful manner and without pressure. All third parties not directly affiliated with LPT who wish to solicit funds on behalf of the agency must acquire written permission from the LPT development office prior to beginning any fundraising activities. Donor-designated restrictions on contributions shall be honored. LPT is a non-profit 501(c)(3) agency and contributions made to the organization are tax deductible to the fullest extent of the law. Written tax receipts shall be issued for all donations. If the donor receives anything in exchange for their donation, such as a dinner or event admission, the tax receipt shall clearly state what portion of the donation is tax deductible.

### **Fundraising Procedures**

Upon receipt, all monetary donations are recorded in LPT financial records. After funds have been accounted for by the appropriate administrative staff, donations are acknowledged with a written letter. All monetary donations are recorded and deposited according to accounting procedures. All donor-designated restrictions shall be communicated to the accounting department so that they may be recorded and governed appropriately. All requests for donors to remain anonymous shall be honored by flagging the gift in the donor database as appropriate. All in-kind gifts that are accepted by LPT shall be recorded and acknowledged according to development and accounting procedures.

### **Donor Privacy Policy**

Any information supplied to LPT by donors will be used solely to fulfill their donation and shall not be shared for any reason unless permission is granted by the donor to share such information. All requests to remain anonymous shall be honored. LPT does not sell or share donor lists. Donors who supply LPT with their postal address or email address may be contacted periodically for solicitation purposes and/or with information regarding upcoming events. Donors may request to be permanently removed from LPT’s mailing list by contacting us via email, phone or postal mail. All requests to be removed from LPT’s mailing list shall be honored.