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High Way Education, Inc Donation Policy

1. PURPOSE

High Way Education, Inc, d/b/a Turkish Cultural Center Rochester (TCC), is a non-profit 501(c)(3) organization and its operating budget is comprised mostly of financial contributions, and donations. TCC accepts gifts for purposes that will help the organization further and fulfill its mission. TCC urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their donations. The following policies and guidelines govern acceptance of gifts made to TCC for the benefit of any of its operations, programs or services.

2. FUNDRAISING/ RECEIPT POLICY

- Funds shall be solicited in a respectful manner and without pressure.
- Donor designated restrictions on contributions shall be honored to the fullest extent possible so long as they are consistent with TCC goals and values.
- Contributions made to the organization are tax deductible to the fullest extent allowed by law.
- Written tax receipts shall be issued for all donations.
- At the beginning of each calendar year TCC shall provide each donor who has contributed over the course of the prior year, with written documentation of all tax-deductible gifts received during the prior calendar year.

3. DONOR BILL OF RIGHTS

- To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- To have access to the organization's most recent financial statements.
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
- To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- To feel free to ask questions when making a donation, and to receive prompt, truthful and forthright answers.

4. PROCEDURE

- TCC board shall present its approved budget to the community members at a general public session at the beginning of each fiscal year.
- Donors reveal their proposed yearly contributions.
- Donors reveal if their contributions will be done as recurring contributions or a one-time contribution.
- TCC BOARD appointed individual/s shall make phone calls and visits prospective donors to remind and collect the contributions in a respectful manner and without pressure.
- Donors shall feel free to revise or cancel his or her contribution on his or her free will.