



POLICY ON DISCONTINUING CONTACT UPON REQUEST

1. Policy: It is the policy of Community Involvement Programs to discontinue contacting any person upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent.
2. Community Involvement Programs shall maintain a record of all requests by persons who indicate to Community Involvement Programs its professional fundraiser, and other agents, that they do not wish to be contacted by or on behalf of Community Involvement Programs
3. Limitation: This policy does not prohibit contact by Community Involvement Programs 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 Community Involvement Programs that is solicited by a person whose name appears on the "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.
4. Procedure: Upon a person's (or a person's authorized representative's) request that Community Involvement Programs discontinue further contacts, the person's name and address will be promptly removed from Community Involvement Programs' database or modified to insure that no further contact is made with the person. Community Involvement Programs will also take steps to insure that the person's name is removed from any external databases or records under Community Involvement Programs' control.
5. Permanent Record: Community Involvement Programs will maintain a record of all requests for discontinuance of contacts, effective with the adoption of this policy by Community Involvement Programs' Board of Directors. Oral requests will be recorded in writing by the staff of Community Involvement Programs and maintained with the written requests. The records of persons who have made such a request will be maintained by Community Involvement Programs to the extent necessary for legal or liability purposes.

Adopted by a majority of the Board of Directors of Community Involvement Programs this 29th day of September 2008.

Signed: _____

David Busse, Secretary
Community Involvement Programs