The Donor Bill of Rights

New Orleans Area Habitat for Humanity (NOAHH) will not sell, trade or share a donor's personal information, nor send donor mailings on behalf of other organizations.

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

I. 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.

II. 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.

III. To have access to the organization's most recent financial statements.

IV. To be assured their gifts will be used for the purposes for which they were given.

V. To receive appropriate acknowledgement and recognition.

VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.

VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.
Professional Obligations

1. Development staff members shall not engage in activities that harm the Development staff member’s organizations, clients or profession.

2. Development staff members shall not engage in activities that conflict with their fiduciary, ethical and legal obligations to their organizations, clients or profession.

3. Development staff members shall effectively disclose all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety.

4. Development staff members shall not exploit any relationship with a donor, prospect, volunteer, client or employee for the benefit of the development staff member or the development staff member’s organizations.

5. Development staff members shall comply with all applicable local, state, provincial and federal civil and criminal laws.

6. Development staff members recognize their individual boundaries of competence and are forthcoming and truthful about their professional experience and qualifications and will represent their achievements accurately and without exaggeration.

7. Development staff members shall present and supply products and/or services honestly and without misrepresentation and will clearly identify the details of those products, such as availability of the products and/or services and other factors that may affect the suitability of the products and/or services for donors, clients or nonprofit organizations.

8. Development staff members shall establish the nature and purpose of any contractual relationship at the outset and will be responsive and available to organizations and their employing organizations before, during and after any sale of materials and/or services. Development staff members will comply with all fair and reasonable obligations created by the contract.

9. Development staff members shall refrain from knowingly infringing the intellectual property rights of other parties at all times. Development staff member shall address and rectify any inadvertent infringement that may occur.

10. Development staff members shall protect the confidentiality of all privileged information relating to the provider/client relationships.
11. Development staff members shall refrain from any activity designed to disparage competitors untruthfully.

**Solicitation and Use of Philanthropic Funds**

12. Development staff members shall take care to ensure that all solicitation and communication materials are accurate and correctly reflect their organizations’ mission and use of solicited funds.

13. Development staff members shall take care to ensure that donors receive informed, accurate and ethical advice about the value and tax implications of contributions.

14. Development staff members shall take care to ensure that contributions are used in accordance with donors’ intentions.

15. Development staff members shall take care to ensure proper stewardship of all revenue sources, including timely reports on the use and management of such funds.

16. Development staff members shall obtain explicit consent by donors before altering the conditions of financial transactions.

**Presentation of Information**

17. Development staff members shall not disclose privileged or confidential information to unauthorized parties.

18. Development staff members shall adhere to the principle that all donor and prospect information created by, or on behalf of, an organization or a client is the property of that organization or client and shall not be transferred or utilized except on behalf of that organization or client.

19. Development staff members shall, when stating fundraising results, use accurate and consistent accounting methods that conform to the appropriate guidelines adopted by the American Institute of Certified Public Accountants (AICPA)* for the type of organization involved.

**Compensation and Contracts**

20. Development staff members shall not accept compensation or enter into a contract that is based on a percentage of contributions; nor shall development staff members accept finder’s fees or contingent fees. Business development staff members must refrain from receiving compensation from third parties derived from products or services.
for a client without disclosing that third-party compensation to the client (for example, volume rebates from vendors to business development staff members).

21. Development staff members may accept performance-based compensation, such as bonuses, provided such bonuses are in accord with prevailing practices within the development staff member’s own organization and are not based on a percentage of contributions.

23. Development staff members shall neither offer nor accept payments or special considerations for the purpose of influencing the selection of products or services.

24. Development staff members shall not pay finder’s fees, commissions or percentage compensation based on contributions, and shall take care to discourage their organizations from making such payments.

25. Any development staff member receiving funds on behalf of a donor or client must meet the legal requirements for the disbursement of those funds. Any interest or income earned on the funds should be fully disclosed.