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Donor Recognition Policy

Orinda Network for Education (ONE) gratefully acknowledges all contributions supporting our annual campaign. The Board of Directors adopted this Donor Recognition Policy in October 2024 to ensure consistent acknowledgment practices in our communications.

Acknowledgment Guidelines:

1. **Types of Contributions:** ONE will acknowledge the following contributions with a written receipt or acknowledgment:
 - Donations of cash, stock, or Donor Advised Funds (DAF's)
 - Employer matching gifts
 - Business or realtor partner contributions
 - Donations to specified Fund-A-Need initiatives
 - Event sponsorships
 - In-Kind donations
 - Donations to the ONE Funds Functioning as Endowment
 - Direct donations to ONE without goods or services exchanged
2. **Pledge Contributions:**
 - **Installment Pledges:** Pledges attached to a credit or debit card to be processed by ONE may be acknowledged at the full amount to be completed within the current fiscal year.
 - **Unpaid Pledges:** Unpaid pledges are not included in the calculation of a donor's annual campaign donation or listing level in ONE's Annual Impact Report at the end of the fiscal year.
3. **Name Listings:** The Annual Impact Report will list donors' names alphabetically. To maintain consistency, we present donor names in the following formats:
 - Mary & John Smith
 - John Smith & Mary Jones
 - Smith Family
 - Smith Jones Family Fund (Donor Advised Fund Name)
 - Anonymous (for those who prefer not to be listed)

4. **Anonymous Donors:** ONE respects the privacy of donors who prefer to remain anonymous. Please contact the ONE office with your request to be listed as Anonymous.
5. **Leadership Designation:** Donors whose total gifts equal \$10K or more will be acknowledged as Leadership Donors.

This policy ensures transparency and gratitude toward all donors who support ONE's mission. For any questions or requests regarding donor recognition, please contact our office.

