



Providing shelter and supportive services
to homeless women and children

3430 Wescott Woodlands Ę Eagan, MN 55123 Ę Phone: 651-456-9110 Ę Fax: 651-456-9244 Ę

Dakota Woodlands Donor No-Contact Policy

1. Policy: It is the policy of Dakota Woodlands to discontinue contacting any person upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent.

Dakota Woodlands shall maintain a record of all requests by persons who indicate to Dakota Woodlands its professional fundraiser, and other agents, that they do not wish to be contacted by or on behalf of Dakota Woodlands.

2. Limitation: This policy does not prohibit contact by Dakota Woodlands 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 Dakota Woodlands 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 Dakota Woodlands discontinue further contacts, the person's name and address will be promptly removed from Dakota Woodland's database or modified to insure that no further contact is made with the person. Dakota Woodlands will also take steps to insure that the person's name is removed from any external databases or records under Dakota Woodlands' control.

4. Permanent Record: Dakota Woodlands will maintain a record of all requests for discontinuance of contacts, effective with the adoption of this policy by Dakota Woodlands' board of directors. Oral requests will be recorded in writing by the staff of Dakota Woodlands and maintained with the written requests. The records of persons who have made such a request will be maintained by Dakota Woodlands to the extent necessary for legal or liability purposes.

Adopted by majority of the board of directors of Dakota Woodlands this 19 day of March, 2013.

Signed: 

Eugene Mason, Secretary
Dakota Woodlands