

International Institute of Minnesota
Policy On Discontinuing Fundraising Contact Upon Request

Approved by the Board of Directors on: May 12, 2008

1. Policy: It is the policy of the International Institute of Minnesota IIM to discontinue fundraising related contacts to any person upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent.

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

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

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

Adopted by majority of the board of directors of IIM this ___ day of _____, 20__.

Signed: _____

_____, Secretary
International Institute of Minnesota