

NORTHWEST FOUNDATION BOARD, INC.

Confidentiality Agreement

DERIVED FROM: *American Fundraising Professionals Guide*

Introduction

Staff, board members and volunteers involved in fundraising often are privy to personal information about a donor's or potential donor's giving history, family, wealth and assets. They must understand that it is vital to donors and potential donors, and the organization, that they keep this information confidential, as is detailed in such publications as the AFP *Code of Ethical Principles and Standards of Professional Practice* and *A Donor Bill of Rights*. One way to do this is to have the staff, board members and volunteers read and sign a confidentiality agreement. Violation of such an agreement would be grounds for discipline or other action, and/or removal of the offending people from their positions within the organization.

Confidentiality Agreement

In performing their duties, Northwest Foundation, Inc. and Northwest Missouri State University staff, as well as Northwest Foundation ("Foundation") board members and representatives, including volunteers, ("Recipients") may receive or have access to confidential information about donors or potential donors, including individuals and families, such as giving history, assets, wealth and family relationships. This is especially true for Recipients involved in fundraising and development activities on behalf of the Foundation. As a condition to such receipt, the undersigned Recipient acknowledges and agrees that he or she will treat such information confidential, not disclosing it to any other party (including other Recipients) or using it for any purpose other than the limited purpose of providing support to the Foundation in its fundraising effort as may be requested by Foundation leadership.

Name

Date

Adopted by Board of Directors: July 11, 2014

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Mark J. Doll - President

Mark Doll

President, Northwest Foundation, Inc.

NW Foundation