



## Donor Bill of Rights

The housing ministry of Almost Heaven Habitat for Humanity is committed to integrity in the solicitation and management of funds. Our standard shall be the Word of God and the Gospel message of Jesus Christ, and we will do our best to uphold that standard. Specifically, we commit to the following:

1. This ministry belongs to God. We will actively seek funds for the operation of this ministry, but will trust God, not man, to supply our needs in the ways He so desires.
2. We will never resort to what we consider to be disrespectful and dishonorable methods of fundraising, even when the needs are serious.
3. We build on faith, trusting that God will always provide a way for us and building with confidence that He will see us through, yet we will always be responsible in our financial decisions. We will not operate our ministry at a deficit. Although from time to time it is necessary to borrow funds for large capital expenditures, we will seek to repay the loans as soon as possible.
4. The Board of Directors shall take an active role in fund raising for this ministry. Each Director is asked to personally contribute to our ministry. In 2009, 100% of the Board and staff members financially supported our ministry.
5. We consider the contributions we receive to be sent from loving people who have sacrificed to make their gifts possible. Our obligation, therefore, is to spend that money conservatively and wisely in continuing our ministry. Every penny is stretched as far as possible to serve the needs of today's families.
6. We will acknowledge all gifts when they are received and will issue a letter of receipt in January detailing all donations made in the previous calendar year in order to help our contributors determine their tax-deductible gifts.

7. All gifts made to designated projects will be used for those projects unless released from that obligation by the donor. If you would like to know how your gift was spent, please contact the Director of Development.
8. We will not attempt to raise more money than we need.
9. When we make a purchase, we will pay the invoice within 30 days, if possible. We do not intend to use the vendor's money.
10. Almost Heaven Habitat for Humanity commits to using donor contact information only for the purposes intended by the donor. We will not sell, lease or rent our mailing lists or any other confidential information to any outside organization or individual.
11. Our Director of Development is an active member of the Association of Fundraising Professionals and subscribes to their standards – including the National Donor Bill of Rights – to ensure ethical fundraising and administration practices.
12. We will have an outside CPA firm conduct an annual review and audit. Our books shall be open fully to all who inquire, and we will provide a copy of the most recent audited financial statements upon request.

Questions or inquiries should be directed to:

John L. Connor, Director of Development  
Almost Heaven Habitat for Humanity  
202 North Main Street  
PO Box 913  
Franklin, WV 26807

(304) 358-7642 Ext. 3  
[jconnor@almostheavenhabitat.org](mailto:jconnor@almostheavenhabitat.org)  
[www.almostheavenhabitat.org](http://www.almostheavenhabitat.org)

