

**SECOND PRESBYTERIAN CHURCH FOUNDATION  
CONFIDENTIALITY POLICY**

The Board of Directors of Second Presbyterian Church Foundation, being desirous of achieving a proper balance between appropriate acknowledgement of donations to the Foundation and protection of the privacy of the donors, and also aware of the beneficial effect upon potential donors of the knowledge of other donations, adopts the following policy:

The names of all donors and amounts will be made known to the staff positions of Chief Administrative Officer of the Second Presbyterian Church Foundation, Foundation Accountant, and Chief Financial Officer of Second Presbyterian Church.

The names of all donors and amounts may be made known to the Officer position of Chairman of the Second Presbyterian Church Foundation and staff position of Senior Minister of Second Presbyterian Church.

The names of all donors, *but not the amount of each donation*, may be made known to the Officers and Directors of the Foundation.

Neither the name of the donor, nor the amount of the donation, will be made known to anyone other than the above listed positions without the consent of the donor.

**DONOR'S CONFIDENTIALITY ELECTION**

I, \_\_\_\_\_, have read and understand the above policy of Second Presbyterian Church Foundation concerning disclosure of the names of donors to the Foundation and the amounts of such donations.

I elect the following exceptions to the policy *by initialing*.

\_\_\_\_\_ None

\_\_\_\_\_ My identity is not to be made known to the Chairman of the Second Presbyterian Church Foundation.

\_\_\_\_\_ My identity is not to be made known to the other Officers and Directors of the Foundation.

\_\_\_\_\_ My identity is not to be made known to the Senior Minister of Second Presbyterian Church.

\_\_\_\_\_ My identity may be revealed to persons other than the above listed positions.

\_\_\_\_\_ The amount of the donation may be revealed to persons other than the above listed positions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_