



Donor Appreciation Policy

Effective Date: April 10, 2002

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| I. POLICY OVERVIEW/DESCRIPTION |
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The Kellogg-Hubbard Library seeks to thank and honor our donors, to build lasting relationships with donors, to provide positive exposure for donor philanthropy, and to encourage and excite others to give.

The Board of Directors authorizes the Executive Director to establish and develop Donor Recognition procedures that advance these goals. The Fund Development Committee will review these procedures annually. The Executive Director will consult with the Fund Development Committee on recognition for any exceptional gifts.

The Board of Trustees may approve special circumstances in which an individual may be recognized for exceptional service to the Library without a prerequisite financial donation.

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| II. REVISION HISTORY |
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This policy supersedes any Library policies and practices in existence prior to its effective date. All earlier revisions of this document are superseded by this revision. The Kellogg-Hubbard Library Board of Trustees reviewed and approved this procedure on March 19, 2025.

| Date | Revision # | Modification |
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| 2025-03-19 | 5.0 | Significant revision replaces text of existing "Volumes of Appreciation" policy with new "Donor Appreciation Policy" |
| 2023-11-15 | 4.0 | Updated with edits due to administrative change. |
| 2019-09-18 | 3.0 | Updated with edits due to administrative change. |
| 2016-06-15 | 2.0 | Policy revised for formatting, clarity of language. |
| 2004-11-17 | 1.0 | Giving level changes approved. |
| 2002-04-10 | 0.0 | New policy approved by Kellogg-Hubbard Library Board of Trustees. |