

Habitat for Humanity Donor Policy



1.0 Purpose

Habitat for Humanity of Spartanburg is committed to respecting the privacy of our donors and utilizing all donations to the maximum extent possible as designated by the donor. This policy has been developed for a dual purpose:

1. To ensure that donors' personal information will be protected and not be shared with any third party, and
2. To ensure that gifts may be received properly and in accordance with IRS guidelines by Habitat and used as designated by the donor.

2.0 Policy

2.1 Privacy: Habitat for Humanity of Spartanburg collects and uses various information from donors which includes: amount donated, name, address, telephone number, donor comments and e-mail address. Tax laws in the United States and the State of South Carolina require Habitat for Humanity of Spartanburg to keep contact information and contribution level of donors on file.

Habitat for Humanity of Spartanburg uses donor information to understand donors' needs and provide excellent service. Habitat for Humanity of Spartanburg will never sell, trade, rent or share names, e-mail or mail addresses, or telephone numbers of our donors. Habitat for Humanity of Spartanburg will use contact information (e-mail, telephone number and address) of donors for these purposes only:

- Distribute receipts for donations
- Thank donors for their donation
- Inform donors about upcoming fundraising and other activities of Habitat for Humanity of Spartanburg
- Internal analysis and record keeping
- Reporting to relevant U.S. and State agencies (these reports are not for public inspection)

All access to donor financial information is strictly limited to professional staff of Habitat for Humanity whose job requires them to process these data. Donor records are kept in a password protected, electronic database

To accept contributions via credit card, Habitat for Humanity of Spartanburg uses accredited online payment processing services in accordance with security and data privacy policies. Habitat for Humanity of Spartanburg does not store, nor does it have access to, donor credit card information, bank account numbers, or other account data sent to those processing services.

Donations made via US mail utilizing a credit card, are processed by designated personnel and the credit card information is destroyed after processing the transaction.

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2.2 Designated Use: In all cases, designation by a donor of a specific use for donated funds will be honored by Habitat for Humanity of Spartanburg assuming the designation is within the mission and work plan of the affiliate. Generally acceptable uses would include new construction of Habitat homes or repair of existing homes, improvements to the facility or operation of the Habitat ReStore, or General and Administrative activities to support the affiliate. In case of a donor designated use not in keeping with the Habitat mission and work plan, the Executive Director shall explain the discrepancy to the donor and either reach agreement on acceptable use or decline the donation.

2.3 Types of Donations:

2.3.1 Cash – Most donations received by Habitat for Humanity of Spartanburg are in the form of cash and are either designated to be used in construction or if undesignated, used for General and Administrative purposes.

2.3.2 Stocks or other Securities – In the case of non-cash monetary donations, Habitat for Humanity of Spartanburg will utilize a brokerage account to receive the donation and proceed to convert the donation to cash for use as designated by the donor.

2.3.3 Property

2.3.3.1 For donations of land, the Construction Committee shall evaluate the location and topography of the parcel to determine its fitness for use as a Habitat home location. Parcels which are in neighborhoods deemed by the committee to be dangerous or with topography which would create substantial difficulties in construction may be declined. In addition, the Executive Director shall evaluate the sale history to ensure ability to receive and convey marketable title to a Habitat homeowner. Parcels with “tax deeds” will typically be declined unless circumstances allow the title to be cleared and deemed marketable in accordance with the Transfer of Title Policy of Habitat for Humanity of Spartanburg.

In some cases, land donations may be fully acceptable but not appropriate for construction of a Habitat home. Examples might include gated communities or communities with restrictive covenants requiring home sizes or construction materials not in keeping with the Habitat mission of modest and affordable housing. In such cases, the Executive Director shall seek the donor’s permission to market the parcel for sale and the funds shall be utilized in accordance with 2.3.1 above. In the case of the sale of land, Habitat must designate on the donor provided IRS Form 8283 (donor valuation of donation for tax purposes) that the donation was not used for the purpose of Habitat.

2.3.3.2 For donations of automobiles, boats, or any other property, the donation shall be used by the Habitat ReStore to be sold and funds used to support the General and Administrative operation of the ministry. In the case of the sale of any property other than land, Habitat must provide IRS Form 1098-C to the donor and the IRS establishing the value of the proceeds from the sale.