



# Corvair Preservation Foundation

An Affiliate of the Corvair Society of America (CORSA)

## Operating Procedure

Approved: 07/15/03

### **Title: Donation Recognition**

**Scope/Purpose:** To insure donations to CPF are recognized in a consistent manner.

**Applicability:** Applies to all individuals and organizations that contribute to CPF.

### **Policy**

1. A record of all cash donations shall be maintained by the Executive Secretary to include date received and amount. Any cash donation received by the CPF Staff shall be forwarded to the Executive Secretary. The Executive Secretary shall furnish the CPF Staff and the CPF Donation Recognition Coordinator with a monthly summary of cash donation records.
2. The value of donations other than cash shall be determined by the CPF Staff member that receives the donation and reported to the CPF Donation Recognition Coordinator. Individuals, chapters and organizations should help estimate the value of their non-cash donations for recognition and insurance purposes.
3. The CPF Donation Recognition Coordinator shall ensure donations are recognized using the following guidelines. Donations shall be cumulative with time until thresholds are met.
  - A. Donations from individuals of \$50 or more in cash or equivalent shall be acknowledged by a letter to the individual. The names of all individuals in this category shall be provided to the CPF Museum Curator for the Individual Recognition Display at the museum.
  - B. Donations from CORSA Chapters of \$250 or more in cash or equivalent shall be acknowledged by a letter to the chapter. The names of all chapters in this category shall be provided to the CPF Museum Curator for display on the Chapter Recognition Wall Plaque at the museum.
  - C. Donations from other organizations of \$250 or more in cash or equivalent shall be acknowledged by a letter to the organization. The names of all organizations in this category shall be provided to the Museum Curator for the Organization Recognition Display at the museum.
4. The CPF Donation Recognition Coordinator shall acknowledge by letter repeat donations from individuals, chapters and organizations that meet the above thresholds; however, their names will only be displayed once at the museum.
5. Chapters that jointly make a donation that meets the threshold shall be recognized by letter to each chapter. The names of these chapters will have their name placed on the one tag

on the Chapter Recognition Wall Plaque. At minimum, each chapter number will be listed; however, the names of the chapters may be abbreviated. A chapter can also choose to use identification other than its name such as its state, region or affiliation.

6. This policy shall be effective for all donations received since the formation of CPF.