



Title of Policy:	Donor Recognition		
Policy No:	10B		
Approval Date:	May 9, 2018	Approved By:	NLT Board
Last Review: 2014	Next Review: Annually	Circulation: Directors, Officers, Staff, volunteers, Board Members and Website	

1. Northumberland Land Trust wishes to recognize contributions of donors in support the activities of the Northumberland Land Trust.
2. Donors will be recognized according to the following Donor Recognition Matrix under the following Branches as represented by names of trees:

RECOGNITION		Graceful Ash Branch	Enduring Pine Branch	Sturdy Maple Branch	Mighty Oak Branch	Hearty Acorn Branch	Action by
Range of donation in dollars	\$20 - \$99	\$100 - \$499	\$500 - \$2499	\$2500 - \$4999	\$5000 and up.	Notice of bequest while alive	
Template Form Letter with tax receipt	•	•	•	•	•		Treasurer
Name on website by Branch		•	•	•	•	•	Website Team Leader
Name in Newsletter by Branch		•	•	•	•	•	Newsletter Team Leader
Name in Annual Report by Branch		•	•	•	•	•	Secretary
Thank You Card (separate from tax receipt)			•	•	•		President
Other Individual recognition as determined with Donor in consultation with President					•		President



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3. Donations may be accumulated over a period of the past one calendar year and donors will move from one branch to the other according to accumulated donations each quarter, thus entitling them to the additional recognition.

4. The Treasurer shall track the placement and movement of donors within the branches quarterly and cumulate these annually. The Treasurer shall advise the Gala, AGM, Website and Newsletter Team Leaders, and the President for appropriate recognition.

5. Adjustments to the various levels of recognition will be tracked annually and recognized at the Annual General Meeting (AGM) of the Board and NLT members. For the purposes of the Annual report the annual total will be tabulated to the May meeting, typically the second Wednesday of the month, of the Board of Directors.

6.. Donors will have the option to place their donations in the Operating, Stewardship or any other fund developed by the board from time to time. Stewardship funds will be placed in a Restricted account and used for the care of existing Nature Reserves or new acquisitions.

6. A standard thank you letter and card will be developed to indicate how the donation will be recognized and provide for anonymous donations as per requests.