



**BOYS & GIRLS CLUBS**  
**OF CENTRAL ORANGE COAST**  
Costa Mesa | Irvine | Newport Beach | Orange | Santa Ana

## **Donor Privacy Policy**

Boys & Girls Clubs of Central Orange Coast maintains the highest level of respect for the privacy of its donors. The following is our donor privacy policy, which guides our volunteers and staff on how they may and may not use your personal information while honoring your rights as a contributor.

Boys & Girls Clubs of Central Orange Coast collects and uses personal information from donors including: name, address, telephone number, e-mail address, and donor comments voluntarily provided to us. In addition, Boys & Girls Clubs of Central Orange Coast keeps a record of each donor's giving history. This information is kept on file for IRS purposes and is used in our development process to analyze overall giving patterns in order to make accurate budget projections.

Boys & Girls Clubs of Central Orange Coast does not sell, trade, rent, or share addresses, telephone numbers, or e-mail addresses of our donors. The organization will use donor contact information (e-mail, telephone number, and address) only for the following purposes:

- Distribute receipts for donations
- Thank donors for donations
- Inform donors about news, upcoming fundraising events, and other organization activities
- Internal analysis and record keeping
- Reporting to relevant U.S. and State agencies (these reports are not for public inspection)
- Contact donors about changes to this policy

As a rule, Boys & Girls Clubs of Central Orange Coast publicly recognizes a donor by publishing his or her name unless the donor explicitly chooses the "anonymous" field when making a donation by mail or online. Properly anonymized donor information can be used for promotional and fundraising activities.

If you have questions about this Donor Privacy Policy, or if you wish to be removed from our e-mail/postal contact lists, please contact Travis Whitten, Chief Philanthropy Officer, by email at [twhitten@boysandgirlsclub.com](mailto:twhitten@boysandgirlsclub.com), by phone at (714) 543-5540, ext. 302, or in writing to:

Travis Whitten  
Chief Philanthropy Officer  
Boys & Girls Clubs of Central Orange Coast  
17701 Cowan, Suite 110  
Irvine, CA 92614