



## Donor Code of Conduct

Cisco College Foundation (CCF) will disclose and reinforce their Donor Code of Conduct at least once per calendar year to those who have given a gift of any amount during that year.

The Donor Code of Conduct may be delivered as a separate document, link in an email, or as part of letter, however, it will contain the following language:

*CCF is committed to non-discrimination, fairness, accessibility, and the dignity and respect of all individuals and the laws governing nonprofit organizations. Consistent with our organization's values, we are committed to reinforcing the safety and respect of all those we serve and interact with, whether in-person or through digital means. Any act or threat of physical violence, threatening or disruptive behavior, harassment, aggression, or disrespectful comments will not be tolerated.*

*Our expectation is that our donors share this desire to respect and affirm others and thereby agree to the following:*

- When I give to CCF, I realize I am making a voluntary donation to a nonprofit organization, not buying a product or service. I therefore understand that fundraisers are not selling me a product or service, and that the professional relationship between us is therefore not a customer-sales relationship.*
- I will not put conditions on my donation for the personal benefit of myself, my family or my friends, nor threaten to withhold a gift for similar reasons.*
- I will not use my position as a donor to divert CCF from its core mission. I understand that my gift does not entitle me to a seat on the CCF board or to otherwise have influence on the operations or leadership of the organization.*

*I understand that if I violate any of the agreed upon provisions, the CCF may take action that is not limited to and may include:*

- A verbal or written warning*
- Removal of recognition as a donor from printed materials or digital content*
- Return of the donation*

Donor Signature	Donor Printed Name	Date
Staff Signature	Staff Printed Name	Date