**CFTC Logo MAY 2011.tif**

**Confidentiality Policy**

At all times both during and after his or her term of service every Board Member and Staff person and Intern and Volunteer shall hold confidential, and shall not copy, distribute or reveal, any information, application or list of which he or she has knowledge or to which he or she has access by reason of his or her position as Board or Staff member unless specifically authorized by the Chief Executive Officer and the Chair of the Board.

Protecting donor, grantee and applicant confidentiality is an essential part of providing good service to our community. All donors to the Foundation will be listed in the Foundation’s annual report and in other appropriate listings unless the donor requests anonymity. All dollar amounts will remain confidential, unless the donor requests otherwise. For individuals who want full anonymity from the Chair of the Board, Board, Chief Executive Officer, office administrator and treasurer, donations should be made through an attorney.

Discussions that take place in the context of the Foundation’s operations require discretion, including discussions pertaining to grant making, personnel issues, development activities, operational fundraising, investment management, etc. The positions or statements of individual board members, advisors, or staff should not be discussed outside of official Foundation meetings and processes.

The Foundation will comply with both the letter and spirit of all public disclosure requirements, including the open availability of its Form 990 tax returns.

Name Date

Signature indicates understanding and acceptance of Community Foundation Confidentiality policies.