

Discontinue Contact Policy for Bridges to Learning

POLICY ON DISCONTINUING CONTACT UPON REQUEST

1. Policy: It is the policy of Bridges to Learning, Inc. to discontinue contacting any person upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent.

Bridges to Learning, Inc. shall maintain a record of all requests by persons who indicate to Bridges to Learning, Inc., its professional fundraiser, and other agents, that they do not wish to be contacted by or on behalf of Bridges to Learning, Inc.

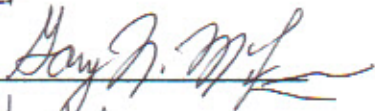
2. Limitation: This policy does not prohibit contact by Bridges to Learning, Inc. that is solicited by a person or a person's representative, even if the person or his/her representative have requested to be placed on the "do not contact list." Contact by Bridges to Learning, Inc. that is solicited by a person whose name appears on "do not contact" list shall be limited to providing a direct response to the person's inquiry and shall not cause the person's name to be removed from the "do not contact" list.

3. Procedure: Upon a person's (or a person's authorized representative's) request that Bridges to Learning, Inc. discontinue further contacts, the person's name and address will be promptly removed from Bridges to Learning, Inc.'s database or modified to insure that no further contact is made with the person. Bridges to Learning, Inc. will also take steps to insure that the person's name is removed from any external databases or records under Bridges to Learning, Inc.'s control.

4. Permanent Record: Bridges to Learning, Inc. will maintain a record of all requests for discontinuance of contacts, effective with the adoption of this policy by Bridges to Learning, Inc.'s board of directors. Oral requests will be recorded in writing by the staff of Bridges to Learning, Inc. and maintained with the written requests. The records of persons who have made such a request will be maintained by Bridges to Learning, Inc. to the extent necessary for legal or liability purposes.

Adopted by majority of the board of directors of Bridges to Learning, Inc. this 12th day of April, 2011.

Signed: _____


[Bridges to Learning], Secretary
[Full name of Organization]

Revision Dates: