



Houston Recovery Center Gift Acceptance Policy and Procedure

Houston Recovery Center seeks outright gifts and future gift commitments that are consistent with its mission. Donations generally will be accepted from individuals, partnerships, corporations, foundations, organizations, government agencies, or other entities without limitations, unless acceptance of gifts from a specific source is inconsistent with Houston Recovery Center's beliefs, values, and mission.

Houston Recovery Center will not accept gifts from companies whose products may be harmful to its clients or from donors whose requests for public recognition are incompatible with Houston Recovery Center's philosophy of appreciation.

In processing, all gifts will be coded in the Houston Recovery Center donor database for the constituency source from which the gifts were given: individual, corporation, foundation, or organization.

Multiyear pledges for major gifts are encouraged but for no more than three to five years. Donors should complete and sign a gift or pledge agreement form detailing the purpose of the gift, payment schedule, and how they wish their names to appear in donor recognition materials.

Donors are encouraged to support Houston Recovery Center programs in most need or areas reflecting their interests. Houston Recovery Center accepts both unrestricted and restricted gifts. When gifts with restrictions are accepted, restrictions will be honored. These restrictions will be detailed in the donor's gift or pledge commitment letter.

Donor information that should be private and confidential will not be made public.

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