

## DISCONTINUE CONTACT POLICY UPON REQUEST

1. Policy: It is the policy of the Will Steger Foundation (“WSF”) to discontinue contacting any person upon that person’s oral or written request directed to the organization, its professional fundraiser, or other agent.

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

2. Limitation: Contact by WSF 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 WSF discontinue further contacts, the person’s name and address will be promptly removed from WSF’s database or modified to insure that no further contact is made with the person. WSF will also take steps to insure that the person’s name is removed from any external databases or records under WSF’s control, with the exception of social networking sites, which must be done by the person.

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

Adopted by majority of the board of directors of WSF on May 24, 2010.

Signed: \_\_\_\_\_

\_\_\_\_\_, Secretary  
Will Steger Foundation

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