Donation Policies for Sherwood Autism Center

Policy date: March 5, 2020:

Sherwood Autism Center ("Sherwood" or "our") is a non-profit 501(c)(3) organization that solicits and accepts gifts that are consistent with our mission. Your generous contributions to Sherwood support our mission to educate, equip, and empower children and adults with autism as well as other developmental disabilities to promote independence in family and community life. As good stewards of your donations, we follow clear guidelines in processing your gifts.

Gift Policy Standards
Sherwood manages a number of fundraising initiatives including fundraising events, institutional funding (grants), and individual donations. Unless explicitly stated in a fundraising appeal, we will carefully consider the needs of the organization and will use your gift where we determine it is most needed, so that all donations may directly and indirectly support Sherwood. When processing each gift, we will follow documented Sherwood business rules and agreements, the Donor’s Bill of Rights, and Generally Accepted Accounting Principles standards. Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, without limitations.

In the course of our regular fundraising activities, Sherwood will accept donations of money, stock, and in-kind services/products.

Certain types of gifts must be reviewed prior to acceptance due to the special liabilities they may pose for Sherwood. Examples of gifts which will be subject to review include gifts of real property, gifts of personal property, and gifts of securities.

Sherwood may refuse any gift that does not sufficiently benefit the organization, is in conflict with Sherwood’s mission, puts the reputation of Sherwood at risk or is prohibited by law.

Donations and Purchases
If you wish to make a donation and/or purchase any product or service made available through the website ("Donation" or "Purchase"), you may be asked to supply certain information relevant to your Donation or Purchase including, without limitation, your credit card number, the expiration date of your credit card, your billing address, and your shipping information.
You represent and warrant that: (i) you have the legal right to use any credit card(s) or other payment method(s) in connection with any Donation or Purchase; and that (ii) the information you supply to us is true, correct and complete.

The website may employ the use of third party services for the purpose of facilitating payment and the completion of Donations or Purchases. By submitting your information, you grant us the right to provide the information to these third parties subject to our Privacy Policy.

We reserve the right to refuse or cancel your donation or order at any time for reasons including but not limited to: product or service availability, errors in the description or price of the product or service, error in your order or other reasons.

We reserve the right to refuse or cancel your donation or order if fraud or an unauthorized or illegal transaction is suspected.

**Donation Refund Policy**
For donations made using the https://sherwoodcenter.org/donate-now-annual/website, if you have made an error in making your donation or change your mind about contributing to Sherwood, we will honor your request for a refund made within 5 days of your donation.

To request a refund, call +1 (816) 333-3344 or email Contactus@sherwoodcenter.org. Refunds are returned using the original method of payment. If you made your donation by credit card, your refund will be credited to that same credit card.

**Event Refund Policy**

**Paid Events**
Sherwood does not issue refunds for paid events that occur as scheduled. When an event fee is purchased, your attendance is included in the head count provided to the caterer or other vendors to make proper food, beverage or other arrangements in advance. If you choose not to attend an event in advance and prefer to convert your event fee into a charitable donation to Sherwood, please notify the Development Office two business days prior to the event date via email. Special circumstances will be considered on a case-by-case basis.

**Cancelled Events**
Sherwood reserves the right to cancel an event due to low attendance or other circumstances which would make the event non-viable. If an event is cancelled, all registrants will be offered a full refund for their purchased ticket(s). If a credit card was used to register for the event,
Sherwood will need your original card information to process the refund since we don’t retain sensitive information on file for security purposes.

**Postponed Events**
Sherwood reserves the right to postpone an event due to inclement weather or other circumstances which would make an event non-viable. If an event is postponed, registrants will have the option to either receive a full refund or transfer registration to the same event at the new, future date.

**Ticketed Events (Beat the Blues)**
All ticket sales are final and are nonrefundable. If there is a waiting list for an event, tickets may be transferred to a new registrant when possible.