

Henry Street Fundraising Policies Donation-Delivery & Crowdfunding

Henry Street Donation-Delivery Policy

If an employee receives a donation (including checks or cash) for Henry Street Settlement and/or a Henry Street Settlement program, the donation must be brought to the 265 Henry Street front desk. All donations are documented at the 265 front desk and shared with Executive, Fiscal, and Development.

Team Crowdfunding Policy

Henry Street is grateful for the generous efforts of our team members in helping us raise funds to support our organization. Our work would not be possible without the help of people who go the extra mile for the clients we serve. With the rise of popular crowdfunding platforms and other communal fundraising options, Henry Street has created this policy to streamline the fundraising initiatives of our employees and ensure they adhere to the best practices and financial standards in this field.

Crowdfunding is a method of raising funds, generally online, through the collective effort of friends, family, coworkers, and other donors.

When using crowdfunding platforms to raise funds for Henry Street, all employees must adhere to the following guidelines:

- If you intend to create a crowdfunding campaign or event to benefit Henry Street, you must first contact the Development team, providing all relevant details.
- Any information or content distributed as part of a crowdfunding campaign must be consistent with Henry Street's image and branding guidelines and fundraising priorities. Please discuss and seek approval from the Development Department for any content to be used in the crowdfunding campaign.
- Online crowdfunding campaigns must use only platforms approved by Henry Street's Development staff (such as Crowdrise or Facebook); funds must go directly from the donor to Henry Street.
- To the extent possible, employees who create crowdfunding campaigns are asked to assist the Development team in maintaining records of donors, for example providing donors' names and addresses for gift acknowledgment and future communication.

Thank you very much for your commitment to our mission and for your assistance in implementing this policy!