



# West Point

ASSOCIATION OF GRADUATES

## Release of Giving Information Form

Only volunteers working with a member of the West Point Association of Graduates (WPAOG) staff and soliciting on behalf of West Point may have access to information related to gift capacity and/or gift history. Typically these volunteers are involved with class reunion gift campaigns as the class fundraising chair or company representatives. Information required by such volunteers for solicitations will be provided in the Class Giving Report as well as in the format of an ask range, usually within a gift pyramid.

All requests for giving information outside of a class gift campaign will be handled on a case-by-case basis by the Assistant Director of Advancement Services with approval from the Vice President of Development. The agreed upon gift information may be sent in hard copy form by mail or electronically.

The gift information received is ONLY for viewing by and use of the volunteer named below for the purposes of soliciting charitable gifts for West Point. Gift data must not be distributed, reproduced, stored in a retrieval system, or used for personal reasons. Failure to abide by this policy is a direct violation of WPAOG's privacy policy and will result in revocation of access to above-mentioned reports and giving information.

All volunteers receiving information about a donor's giving history, must sign and date below indicating that he/she understands and will abide by the policy outlined above. Information will not be released until a signature has been received.

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Agreement to follow WPAOG policy regarding the release of giving history information:

I \_\_\_\_\_ (print name) have read, completely understand, and agree to follow to the fullest, the policy above.

I also understand that the giving history provided only reflects what is contained in WPAOG records and may not include gifts made directly to the United States Military Academy or other donations of goods, services, or cash that WPAOG was not aware of or did not recognize as a charitable gift.

\_\_\_\_\_ (signature)

\_\_\_\_\_ (date)