Wells Foundation Policy on Discontinuing Contact Upon Request

1. Policy: It is the policy of the Wells Foundation to discontinue contacting any person upon that person’s oral or written request directed to the organization, its professional fundraiser, or other agent.

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

2. Limitation: This policy does not prohibit contact by the Wells Foundation that is solicited by a person or a person’s representative, even if the person or his/her representative have requested to be placed on the "do not contact list." Contact by The Wells Foundation that is solicited by a person whose name appears on a "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 the Wells Foundation discontinue further contacts, the person’s name and address will be promptly removed from the Wells Foundation’s database or modified to insure that no further contact is made with the person. The Wells Foundation will also take steps to insure that the person’s name is removed from any external databases or records under the Wells Foundation’s control.

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

Adopted by the board of directors of the Wells Foundation December 28, 2010.

Signed: __________________________

Wells Foundation, Secretary