



DISCONTINUE CONTACT POLICY UPON REQUEST

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

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

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

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

Climate Generation welcomes comments and questions about this policy. We are committed to protecting your personal information, and will make every reasonable effort to keep that information secure. Changes to this policy will be reflected on the date the document is updated. Please feel free to contact us with any comments or questions:

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