



Permission to Disclose Information

Regular

To be Completed by a St. John 's Mission Endowment Committee Member

Name of Endowment Committee Member _____

Address	City	State	ZIP Code
Phone number	E-mail address		

Complete this form for any donations or bequests in which the recipient's or donor's name will be used in publicity materials. Store the completed form with other supporting documents for the request and retain for seven years.

To be Completed by the Donor or Individual(s) making the Bequest/Donation or the Recipient of the Donation

OPT-OUT - Confidentiality Request _____ Initials _____ Date _____

By checking and initialing the above box, I wish my donation to be kept private and confidential and I do not want my name used, shared or published within St. John's (mentioned in church bulletins or Endowment fund promotional activities) or to any outside organizations or groups, including the organization to which the donation is being made.

Permission to Disclose and Publicize Donation

I give permission to St. John's Lutheran Church Mission Endowment Fund to use, publicly disclose and publish my name, photograph, and other information about me that I or other person(s) acting on my behalf have provided to St. John's Mission Endowment Fund Committee members. I agree that this information may be used, publicly discussed and published for the purposes of planning, conducting, advertising and communicating the results of fund raising activity for my benefit.

This information about me may be publicly disclosed by any means, including on the Internet, **UNLESS** the **OPT OUT** Section has been checked, initialed, and dated.

Signature	Date		
Name (please print) _____			
Address	City	State	ZIP Code

Please return this form to the St. John's Mission Endowment Committee Member shown above.



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Donors (those making the donation or bequest) and the Recipients (those who receive help or donations) must complete a "Permission to Disclose Information" form. This completed form provides St. John's Mission Endowment Fund Committee members with permission to use, disclose and publish the recipient's name and other pertinent information about the recipient for the purposes of planning, conducting, advertising and communicating the results of fund raising activity for the recipient's benefit (e.g., to publicize the fund-raising activity).

NOTE: If the recipient is a qualified nonprofit organization, the form does not need to be signed unless a person's name or likeness is published, which could be an employee or volunteer of the nonprofit organization.