



## FAQ

### USGBC's Philanthropic Programs and Fund Development

#### What does my donation support?

USGBC renewed its commitment to the “triple bottom line” in its [2009 Strategic Plan](#). Green building must be economically viable, environmentally responsible and socially equitable. [Your donation](#) will support USGBC's commitment to social equity through programs such as:

- [USGBC Affordable Housing Initiative](#), which encourages LEED-certified affordable housing by providing LEED registration, certification, and verification fee remission, and more, for nonprofit and government developers of affordable housing.
- [Greenbuild Scholarship Fund](#), which inspires diverse students to join the green building movement by providing scholarships to the Greenbuild International Conference & Expo.
- [National Green Schools Campaign](#), which aims to ensure that every child attends a green school within a generation. Green schools are designed, built, and operated using strategies that can improve student health, test scores, teacher retention, school operational costs, and environmental stewardship.

USGBC will direct gifts to specific programs at its discretion. Gifts of \$5,000 or more may be restricted to the program of your choice. To discuss this option, please contact Maryanna Kieffer, director of fund development, at [donate@usgbc.org](mailto:donate@usgbc.org) or (202) 828-7422.

#### Are donations to USGBC tax-deductible?

Yes, the U.S. Green Building Council is a 501(c)(3) organization. In general, no goods or services are received by you in exchange for your contribution, and your entire donation would qualify for a charitable deduction. USGBC occasionally will offer a token gift to its donors (e.g., a reusable shopping bag or coffee mug). Below a certain value, such gifts are considered “insubstantial,” and your donations would be fully tax-deductible. If the allowable level of a gift is exceeded (e.g., a meal at a gala event), then USGBC must disclose the value of the gift, and the tax-deductible amount of your donation would be reduced accordingly.

#### May I send a donation via check?

Yes, USGBC is grateful for both online donations received via credit card and for donations via check mailed to our office. Please download the [Check Donation Form](#), fill it out, print it, and mail it with your check. Checks should be made out to U.S. Green Building Council and mailed to: Fund Development, U.S. Green Building Council, 2101 L Street NW, Suite 500, Washington, DC 20037.

#### Will you send me a receipt for my donation?

Yes, online, credit card donors receive an automatic e-mail reply with an attached tax receipt. Online donors may opt to receive a hard-copy receipt, which will be sent within one week of the donation date. For check donations, once your check has been received and processed, an e-mail receipt is sent, if you have provided your e-mail address. Hard-copy receipts are sent for donations received via check if we do not have your e-mail address. A donor may request a copy of his or her receipt(s) at any time by submitting a request to [donate@usgbc.org](mailto:donate@usgbc.org).

**May I make a monthly donation?**

Yes, monthly donations – we call them *Sustaining Green* – are greatly appreciated, as they allow us to plan ahead knowing that support is coming for our programs. You'll find this option as you are [submitting your donation](#); a minimum donation of \$10 is required. We will process the same donation monthly for 12 months, sending you an e-mail confirmation each month. As the end of your 12-month period approaches, we will contact you to ask if you would like to renew your monthly donations for another year.

**May I make a gift in honor of or in memory of another person?**

Yes, you may make a gift in honor of or in memory of another person with a minimum donation of \$10. This option is available as part of the [online donation process](#). Just check the appropriate options, provide the honoree's name, and instruct us where to send the preferred acknowledgement. We are able to send either an e-mail or a hard-copy acknowledgment letter and either to list you as the donor or indicate that the donor wishes to be anonymous.

**Must I create a USGBC.org site user account in order to donate online?**

Yes, we need your name, address, e-mail address and password to create a user account for you. Your credit card information is NOT retained once your transaction has been authorized and processed. Having a user account will be convenient in the future if you would like to register to receive additional information from USGBC, take a workshop or other educational offering, or join a committee. If you already have a user account, have logged in, and wish to make a donation, the online donate form will be populated automatically for you.

**What do you do with my personal information?**

**Voluntary Submission of Information:** You may use the USGBC Web site without disclosing personally identifiable information, and we will not obtain such information about you unless you choose to submit it to us. Any information you submit will be used internally only; however, submission of information authorizes such internal use by us and our employees. In particular, please note that submission of an e-mail authorizes us to contact you via e-mail.

**Use of Collected Information:** Any information we gather, whether submitted voluntarily or collected automatically, will be used for our internal purposes only. Billing information is collected through a secure server and is not shared with other organizations other than the credit card-issuing entity. *Your credit card number is not retained* once your transaction has been authorized and processed. It is our policy not to disclose or to sell any user information to third parties. We retain the right to disclose collected information if required to do so by law or if acting on a good-faith belief that such disclosure is necessary to protect our rights or property or to respond to an emergency situation.

**Review, Update and Deletion of Collected Information:** If you are concerned about the information you have provided to us or would like to review, update or delete this information, please e-mail us at [info@usgbc.org](mailto:info@usgbc.org). We will make reasonable efforts to comply with your requests.

**Do you acknowledge donors publicly?**

All individual donors and institutional supporters are listed in the *USGBC Annual Report* and on the [USGBC Web site](#). We may occasionally list donors in other publications and communications. The [online donation form](#) provides the option to list you as a donor in USGBC's annual report and to specify how you would like your name to appear. Leave the check box blank if you wish to remain anonymous.

**May my company or organization donate?**

Yes, the [online donation form](#) offers this option. The [Check Donation Form](#) also provides a check box for either individual or organization donations.

**What should we do if my organization wants to provide a grant or sponsor a program?**

USGBC seeks restricted grants and sponsorships for its many programs. If you or your organization would like assistance in developing a strategic giving plan, please contact Maryanna Kieffer, director of fund development, at [donate@usgbc.org](mailto:donate@usgbc.org).

**How does my organization become a sponsor of the Greenbuild International Conference & Expo?**

For information on sponsorships for the Greenbuild International Conference & Expo, please visit the [Greenbuild Web site](#).