



# Transparency Policy for Arms Stretched Wide (ASW)

## 1. Purpose

ASW ("the Organization") is committed to **openness and transparency** in its operations, financial management, and governance. This **Transparency Policy** ensures that donors, stakeholders, and the public have access to **key organizational information** while maintaining appropriate privacy protections.

## 2. Commitment to Transparency

ASW will make **accurate, timely, and relevant information** available to the public, including:

- **Financial Reports:** Annual budgets, financial statements, and IRS Form 990.
- **Organizational Governance:** Bylaws, board meeting minutes, and conflict of interest disclosures.
- **Programs and Impact:** Clear documentation of ASW's activities, services, and measurable outcomes.
- **Fundraising and Donations:** Policies on how donations are used and reported.

## 3. Public Access to Information

ASW will provide access to the following documents via its **website or upon request**:

Document	Availability
IRS Form 990 (Annual Tax Filing)	Posted on the website & available upon request
Annual Reports	Available upon request
Board of Directors & Leadership Information	Listed on the website
Organizational Policies (Conflicts of Interest, Ethics, etc.)	Available upon request
Program Descriptions & Impact Reports	Available upon request
Donor Privacy Policy	Available upon request

- Financial documents will be available for **at least three years** in compliance with federal and state nonprofit regulations.
- Requests for information must be **submitted in writing** and will be processed **within a reasonable timeframe**.

#### 4. Ethical Fundraising and Financial Transparency

- ASW will ensure that **fundraising activities** are **honest, ethical, and aligned with donor intent**.
- All financial reports will follow **Generally Accepted Accounting Principles (GAAP)** to ensure **accuracy and accountability**.
- **Restricted donations** will be used **only for their intended purpose** and tracked accordingly.

#### 5. Board and Leadership Transparency

- The **Board of Directors** will **disclose any conflicts of interest** and ensure ethical governance practices.
- Board meeting summaries will be **available to stakeholders upon request**, with appropriate confidentiality considerations.

#### 6. Privacy Considerations

While ASW is committed to transparency, certain **confidential information** will be protected, including:

- **Personal donor information** (unless consent is given for recognition).
- **Sensitive client or beneficiary details** to ensure privacy.
- **Personnel and employment records** to maintain confidentiality

#### 7. Policy Review and Amendments

The Board of Directors shall periodically review this policy to ensure it remains current and compliant with the best practices.

#### 8. Acknowledgment and Agreement

By signing below, I acknowledge that I have read, understood, and agreed to comply with ASW's Transparency Policy.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_