

**Public Examination of Records, Fundraising and Program  
Transparency Policy**  
*(Adopted 6/23/2010)*

The Jackson Hole Conservation Alliance Board of Directors fully supports the organization's responsibility to provide accurate information about revenue and how it is expended. The organization encourages a culture of openness, honesty, integrity and a willingness to comply with federal and state laws, and – whenever possible – to exceed the requirements of those laws. Therefore, we take the following steps to be transparent and open in disclosure of our governance, as well as in our fundraising costs and practices:

- It is the Conservation Alliance's policy to allow public access to the organization's Form 990 (Return of Organization Exempt from Income Tax) for the most current three years. Beginning with the 2010 reporting year, this form will include Schedules B, G, I, and M, which disclose detailed fundraising information on contributions, grants, fundraising activities and non-cash donations. A detailed description of program work and accomplishments is available in Part III. This form may be accessed online through donor research websites, such as Guidestar ([guidestar.org](http://guidestar.org)) and Charity Navigator ([charitynavigator.org](http://charitynavigator.org)). Alternately, Form 990 will be promptly when requested in person. Individuals will be charged for photocopying expenses as specified by law, and a record of examiners will be maintained. The organization will honor written requests for records, when payment for photocopying and postage is made, within 30 days. The organization cannot honor requests for records made by telephone.
- It is the organization's policy to report on fundraising activities and expenditures in our Annual Report, which is published in conjunction with our Annual Membership Meeting within the last quarter of each calendar year. The Annual Report is available at our Annual Meeting, is posted on the organization's website, mailed to members and is available at the office.
- The Conservation Alliance maintains and enforces a Donor Privacy Policy, which is available on our website or upon request.
- It is the organization's policy to maintain and enforce detailed Bylaws, Gift Acceptance, Conflict of Interest, Planned Giving, Endowment, Lobbying, Whistleblower, Document Retention and other governance policies, as well as financial statements and occasional independent audits, which are available on request from the Jackson Hole Conservation Alliance office and under the aforementioned conditions.
- It is the organization's policy to maintain a newsletter, e-letter and website that provides extensive information about ongoing Conservation Alliance program work, as well as organizational information, such as biographical facts about members of the Board of Directors and staff.