

DONOR LIST AND POLITICAL ACTIVITIES REQUIREMENTS

Northwest Indiana Public Broadcasting, Inc. (NIPB) in order to comply with donor list and political activities requirements of the Act provides for the following:

NIPB does not sell, rent, lease, trade, give, donate, transfer or exchange their membership or donor names to, with, or from any candidate for Federal, State or Local office, political committees, or political parties for any purpose whatsoever, except as otherwise required by law or judicial process.

NIPB maintains active control of their contributor and donor lists, and take all appropriate measures to ensure against unauthorized use of such lists including requiring any third party, including but not limited to brokers, mail-list management organizations, Friends organization, fundraising organizations, or advertising or public relations agencies, to abide by a grantees' compliance requirements, except as otherwise required by law or judicial process.

NIPB will refrain from disclosing contributor or donor names or other personally identifiable information to any nonaffiliated third party unless, before the time that such information is initially disclosed, they clearly and conspicuously disclose to contributors and donors that such personal information may be disclosed to a nonaffiliated third party. If such disclosure is not required by law or judicial process, the grantee shall give the contributor or donor the opportunity to direct that such information not be disclosed to a nonaffiliated third party, and give the contributor or donor an explanation of how to exercise that nondisclosure option.

NIPB will periodically remind contributors or donors of any potential for sale, rental, lease, loan, trade, gift, donation, transfer, or exchange of their names and personally identifiable information, and offer a means by which the names and other personally identifiable information may be suppressed upon request; and suppress the names as requested, except as required by law or judicial process.

NIPB maintains complete, accurate, and secure records of all uses of membership and donor lists for fundraising purposes, and must furnish such records to CPB on request.

Additional information is also available regarding membership and political activities in the corporations By-Laws, and Northwest Indiana Public Broadcasting, Inc.'s Accounting & Financial Policies & Procedures Manual under "Political Intervention".

NIPB's Membership Manager maintains active control over our membership and donor lists. The membership department maintains member and donor information on database software from Allegiance. Our system's confidential integrity is protected by _____.

Certification of NIPB's continued compliance with donor list and political activities requirements is completed each year as part of the Certification of Eligibility included in the Stations Grant Management System (ISIS). This eligibility is executed by President/CEO of the station, and by the Vice President of Administration.