

## Donation Policy

Version 3 | June 2024

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Generasi Gemilang (GG) gratefully accepts monetary or in-kind contributions if it is wholly consistent, in fact and appearance, with the activities, policies, mission, goals, and/or programmes of GG.

Only GG staff can accept donations.

### **GG reserves the right to refuse any contributions:**

- with conditions tied to contributions that do not correspond to GG's values or business plan.
- from donors who intend to interfere with the current business plan, programmes, values, or activities of GG.
- from donors who operate in ways or advocate policies or values that are inconsistent with GG's mission, goals, and values. Specifically, GG will not accept donations from companies in the tobacco, alcohol, and gambling industries or any companies operating businesses which are illegal.

However, if an employee of a tobacco, alcohol, or gambling company, due to personal circumstances, wishes to support and donate to GG from personal efforts, this is acceptable. Not accepting their donations based on who they work for would be discriminatory.

- that negatively affect the integrity, or the appearance of the integrity, of the activities, policies, mission, goals, and or programmes or GG.
- if the donor acknowledgement requested is deemed not acceptable to GG. We will be pleased to provide recognition to donors in a mutually agreeable format.

### **Refund of donations**

All donations are non-refundable, so we encourage donors to check the donation details before authorising it.

For enquiry or issues on the donation made, we require a written request to be made via email to [finance@gengemilang.org](mailto:finance@gengemilang.org) within seven (7) days after the donation date. Please include the following information in your email:

- Name
- Contact Number
- Email
- Transaction Date
- Transaction Amount
- Payment Method
- Proof of Transaction

## Cancellation of Monthly Pledge Donation

If you wish to cancel your monthly pledge donation to Yayasan Generasi Gemilang, you may do so by emailing us at [finance@gengemilang.org](mailto:finance@gengemilang.org) at least 30 days in advance before your next monthly pledge donation is due to be processed on the **28<sup>th</sup> of each month**. However, if you emailed us and your monthly pledge donation has already been processed, there is no refund on that month's donation. Your request for cancellation will become effective the following month.

Please include the following information in your email:

- Name
- Contact Number
- Email
- Amount of Monthly Donation