



TSG Publishing Foundation, Inc.

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The information we collect about our donors include name, address, phone number, email address and mailing preferences. In addition, we keep a record of each donor's giving history. This information is kept on file for IRS purposes and is also used to analyze the overall giving patterns of our donors by our Development Department to help make accurate budget projections and plan for the future of our organization. Donor information is password protected and may only be accessed by individuals who need such information to perform their assigned duties for the TSG Foundation. This includes all individuals who prepare mailings, enter or analyze data, visit donors, plan fundraising events, work in a fundraising capacity for the organization or prepare budgets and forecasts.

We recognize and privately thank donors for their generosity. If a donor wishes to be publicly recognized, we will include their name or the name of a loved one in whose name a donation is made on the inside cover of a specific book. For example, we will print "Published from donations to the Torkom Saraydarian Book Fund with special contributions from XYZ person...or in honor of XYZ person".

The wishes of donors to remain anonymous will always be honored.