

Public Disclosure

VRCO will make available accurate information about the organization to VRCO families, volunteers, staff, donors, referral sources and other interested community members.

- A. A general information brochure will be published and updated as needed. VRCO's phone number and address will be included in order for the public to obtain more information.
- B. When necessary, additional written information on selected topics will be prepared.
- C. A general newsletter will be published at least three times a year and mailed to all individuals on the agency's mailing list, emailed to those requesting it and distributed at other venues where VRCO is represented.
- D. When requested, publications will be made available in braille, large print or audio form.
- E. VRCO respects and maintains the confidentiality of its patients, their families and donors. VRCO will ask the donor for their name, address, phone number and email; however, a donor may choose to donate anonymously or to give only the information they are comfortable giving. VRCO does not keep payment methods on file. Donor information is kept behind two locks and two computer passwords. The Board of Directors and VRCO administrative staff are the only people with access to this information. With the donor's permission we will add their name and contribution level to the annual report, social media and fundraising event publications. A donor may contact the office at 417-831-0555 at any time to update information and privacy level.