

## **Example Gift Acceptance Policies and Guidelines**

(YOUR ORGANIZATION), a not-for-profit organized under the laws of the State of INSERT, welcomes gifts that will help YOUR ORGANIZATION further its mission. That mission is to INSERT MISSION). YOUR ORGANIZATION accepts and greatly values all gifts and contributions that aligned with our mission and our values. We reserve the right to refuse any contributions that are not so aligned.

INSERT DIVERSITY STATEMENT

The following policies and guidelines govern YOUR ORGANIZATION's acceptance of gifts.

### **1. Purpose of Policies and Guidelines**

YOUR ORGANIZATION's acceptance of gifts is subject to these policies and guidelines, which are intended to provide guidance to prospective donors and their advisors.

### **2. Legal Counsel**

When appropriate, YOUR ORGANIZATION shall consult legal counsel in matters relating to the acceptance of gifts. Review by counsel is indicated in the following situations:

- Closely held stock transfers that are subject to restrictions or buy-sell agreements.
- Documents naming YOUR ORGANIZATION as a trustee.
- Gifts involving contracts or other documents requiring YOUR ORGANIZATION to assume an obligation.
- Transactions presenting potential conflicts of interest.
- Any other instances in which the Gift Acceptance Committee deems it advisable to consult counsel.

### **3. Conflict of Interest**

YOUR ORGANIZATION will comply with the guidelines in its Conflict of Interest Disclosure Policy.

### **4. Restrictions on Gifts**

YOUR ORGANIZATION will accept gifts for specific programs and purposes provided they are not inconsistent with its mission. The Gift Acceptance Committee shall decide whether or not to accept a gift with restrictions.

## **5. The Gift Acceptance Committee**

The Gift Acceptance Committee shall consist of (i.e. the President (Chair) of the Board of Directors, the Chair of the Development Committee, the Treasurer, the Executive Director, and such other members as may be appointed by the Board President. (Chair). This Committee shall review all gifts that are not within the normal course of YOUR ORGANIZATION's fundraising activities or may not be aligned with our organization's mission, values or respect for human rights and diversity.

## **6. Types of Gifts**

The following gifts may be accepted:

- Cash: Unrestricted cash contributions in any form.
- Pledges: pledges may be accepted for purposes of a capital campaign or other major gift initiative with a 3-5 year pledge period. Exceptions to this period will be referred to the Gift Acceptance Committee.
- Securities:
  1. Publicly Traded Securities: Marketable securities may be transferred to an account maintained by YOUR ORGANIZATION's designated financial institution or delivered physically with the transferor's signature and stock power attached. Marketable securities shall be sold upon receipt and will be valued based on the median of the high and low on the date the stock was transferred. The Gift Acceptance Committee will decide whether or not to accept securities with restrictions.
  2. Closely Held Securities: Subject to the approval of the Gift Acceptance Committee, closely held securities will be accepted if it is determined that (1) there are no restrictions that would prevent the security being converted to cash, (2) the security is marketable, and (3) the security will not result in any negative tax consequences for YOUR ORGANIZATION.
- Bequests:
  1. Bequests shall not be recorded as gifts until they become irrevocable. YOUR ORGANIZATION will maintain a record of pledged bequests.
  2. Bequests may be recognized for purposes of a capital or other similar campaign if the donor is aged 70 ½ and

provides a copy of the will clause to YOUR ORGANIZATION.

- Other gifts deemed appropriate by the Gift Acceptance Committee.

## **7. Naming and Recognition**

Naming and recognition in connection with gifts will be subject to the approval of the Gift Acceptance Committee and Board of Directors and shall comply with any gift recognition policies in effect when the gift is received. During a campaign naming opportunities may be identified and approved by the Gift Acceptance Committee and/or Board of Directors.

## **8. Treatment of Select Gifts:**

Memorial gifts: Gifts “in memory of” or “in honor of” individuals will be used as unrestricted income. Memorial gifts of \$1,000 or more shall be deemed significant contributions and the donors’ wishes for use of these funds will be examined by the Gift Acceptance Committee prior to deposit. The names of memorial gift donors may be released to the honorees, next of kin or individual(s) designated by the immediate family, unless otherwise specified by the donor. Gift amounts shall not be released without the consent of the donor.

- a. Gifts by Payroll Deduction: Employees of YOUR ORGANIZATION may make gifts by payroll deduction. Arrangements for the amount of the gift, the frequency of deduction, and the period for which deductions are to begin and conclude, are to be made by the employee.
- b. Real Property: Notice of an intended gift of real property shall be given to the Development Office who will obtain the approval by the Gift Acceptance Committee, in consultation with legal counsel, and assist in the arrangements.
- c. Gifts In Kind
  - i. Donative Sales of Gifts-in-Kind: Prior to acceptance, offers of donative sales of art objects, books, equipment, etc. shall be referred to the Development Office.
  - ii. Delivery of Gifts-in-Kind: In connection with gifts-in-kind, arrangements should specify the nature of their delivery and agreements should be reached with the donors regarding the associated costs (packing, freight charges, etc.).
  - iii. Value of Gifts-in-Kind: YOUR ORGANIZATION cannot establish monetary value for gifts-in-kind. If the value of an in-kind-gift is needed for income tax purposes, the donor should obtain an appraisal from an independent third party. Gifts-in-kind should be reported to the Development Office and acknowledged in the same manner as cash or other

contributions, except that the valuation of the gifts is the responsibility of the donors, not YOUR ORGANIZATION.

## **9. GIFT ACKNOWLEDGEMENT**

All gifts shall be acknowledged by YOUR ORGANIZATION. The acknowledgement constitutes YOUR ORGANIZATION's acceptance of the gift and a certification for tax purposes.

- i. Time of Acknowledgement: Gifts should be acknowledged as promptly as possible, ideally within 48 hours after they have been received.
- ii. Gift Acknowledgement and Taxes: An acknowledgement of a monetary gift shall state the dollar value of the gift and date of its receipt. Acknowledgement of nonmonetary gifts, including securities, real property, mineral rights, gifts-in-kind, etc. shall describe the item involved but not its value.

## **10. Confidentiality of records**

- a) The Development Office shall be responsible for maintaining the confidentiality of donor and prospect records and will ensure that all staff have clear direction regarding the confidentiality of records through the establishment of appropriate operating procedures. He/she may, in his/her discretion, make all or part of any record available to staff members or volunteers if essential to the execution of their responsibilities. YOUR ORGANIZATION will not sell, share, trade, or otherwise disclose any donor's personal information. YOUR ORGANIZATION does not sell its mailing lists.
- b) To carry out their responsibilities, the Board of Directors or committee members may need to review donor/prospect records. They shall respect the confidentiality of those records.
- c) YOUR ORGANIZATION's auditors are authorized to review donor and prospect records as required for the purposes for which they are engaged. Gift agreements are considered "strictly confidential information" and are not public documents. Particulars of a gift agreement will not be disclosed unless the donor has granted permission to do so.
- d) Publication of donor names
  - i. The names of donors may be listed on YOUR ORGANIZATION's website and in its newsletter or other communications. Any donor request for anonymity will be respected.
  - ii. In the absence of the donors' permission, YOUR ORGANIZATION will not publish the specific amount of any donor's gift.

- iii. Unless otherwise specified, donors making gifts to YOUR ORGANIZATION by bequest or other testamentary device are deemed to have granted permission to have their gifts made public.