Gift Acceptance Policy

1. Unrestricted, outright gifts of cash, check, credit card, and publicly traded securities do not require approval of the [Agency Name] governing board. Routine gifts are accepted and administered through the administrative staff, with the final authority to accept routine gifts resting with the executive.

2. Gifts will only be accepted where there is charitable intent on the part of the donor. [Agency Name] is unable to accept gifts that are overly restrictive in purpose with the board making the ultimate judgment based on information provided by the administrative staff. The most desirable gifts for the advancement of [Agency Name’s] ministry are those with the least restrictions, as unrestricted funds allow the organization to address its most pressing needs. Unless the board grants a specific exception, this organization will not accept any gifts that
   - Contain a condition that requires any action on the part of the organization that is unacceptable to administration
   - Contain a condition that the proceeds will be spent by the organization for the personal benefit of a named individual or individuals
   - Require the organization and its administration to employ a specified person now or at a future date
   - Inhibit the organization from seeking gifts from other donors
   - Expose the organization to adverse publicity, litigation, or other liabilities
   - Require undue expenditures, or involve the organization in unexpected responsibilities because of their source, conditions, or purpose
   - Involve unlawful discrimination based upon race, religion, gender, sexual orientation, age, national origin, color, disability, or any other basis prohibited by federal, state, and local laws

3. Noncash gifts will be accepted only when it is reasonably expected they can be converted into cash within a reasonable period of time or when [Agency Name] can utilize the property in its operations. Generally, [six months to one year] shall be considered reasonable for conversion to cash. All noncash gifts to [Agency Name] will be sold at the discretion of [Agency Name], whose express policy will be to convert the property to cash at the earliest opportunity, keeping in mind current market conditions and the potential use of the property in the accomplishment of the mission of [Agency Name].

4. Property encumbered by a mortgage or other indebtedness cannot normally be accepted as a gift unless the donor agrees to assume all carrying costs until the property is liquidated. Exceptions to this guideline can be made when the value of the property exceeds the anticipated exposure, or will produce income, or will be used by [Agency Name] in its programs.

5. Associated expenses of a gift made to [Agency Name] are to be borne by the donor.
6. Donors of property gifts of over $5,000, except for gifts of publicly traded stock, must obtain an appraisal by an independent third-party appraiser in accordance with current tax law requirements.

7. To avoid conflicts of interest, the unauthorized practice of law, the rendering of investment advice, or the dissemination of income or estate tax advice, all donors of noncash gifts must acknowledge that [Agency Name] is not acting as a professional advisor, rendering opinions on the gift. All information concerning gift planning from [Agency Name] is to be for illustrative purposes only and is not to be relied upon in individual circumstances. [Agency Name] may require a letter of understanding from a donor of a property gift, along with proof of outside advice being rendered, before such a gift will be accepted.

8. All gifts of life insurance must comply with applicable state insurance regulations, including insurable interest clauses.

9. [Agency Name] does not accept any gifts requiring annuity payments that will be guaranteed by the organization.

10. All gifts and gift consideration must meet all applicable local, state, and federal laws and regulations.

11. [Agency Name]’s responsibility is to productively pursue gifts that will further the organization’s mission, goals, and objectives. The primary consideration in the pursuit of gifts is how they can benefit the organization in the most ethical and unencumbered manner. To that end, the following caveats must be considered:
   a. Core Values. Is the gift one that is consistent with the organization’s standards, principles, and core values?
   b. Compatibility of Cause. Will the gift unnecessarily challenge the organization’s ability to further its mission, goals, or objectives?
   c. Public Relations. Does the acceptance of the gift present the organization in an unfavorable light? Does it appear that there may exist a conflict of interest between the donor and the organization?
   d. Motivation. Is there clear charitable intent and a commitment to the organization?
   e. Consistency. Will the acceptance of the gift be compatible and in agreement with other fundraising activities or gifts of the organization?
   f. Credibility. Are the circumstances surrounding the donor and the gift believable?
   g. Organizational Stability. If controversy develops, will it be significant enough to weaken the structure of the organization?
   h. Form of Gift. Will the nature of the in-kind contribution create problems, such as in advertising or sponsorship?
   i. Source of Gift. Who is the donor? Is the gift from an individual or a corporation? Does the donor represent a perceived conflict of interest, or might the donor’s objectives not fit with the mission of the organization?
Refusal of Gifts
The board shall have the right to refuse contributions that do not enhance, promote, and ensure further the purpose of [Agency Name] and the long-range financial viability of the organization.

Gifts of Securities (Stock)
[Agency Name] receives gifts in the form of cash, checks, and securities. Gifts of securities will be acknowledged to the donor using current guidelines issued by the Internal Revenue Service. Gifts of securities valued at $__, or less, are immediately sold and the proceeds are treated the same as other cash gifts received by [Agency Name].

Major Gift Acceptance
Any gifts of property valued at $__ or more must be approved by the board [or designated committee] of [Agency Name].