

Organization Name _____

GIFT ACCEPTANCE POLICIES AND GUIDELINES

Organization Name _____, a not for profit organization organized under the laws of the State of Ohio (“**Organization Name** _____”), encourages the solicitation and acceptance of gifts to **Organization Name** _____ for purposes that will assist **Organization Name** _____ to further and fulfill its mission. These policies and guidelines govern acceptance of gifts made to **Organization Name** _____ or for the benefit of any of its programs.

1. Purpose of Policies and Guidelines

Volunteers for **Organization Name** _____, including the Board of Directors of **Organization Name** _____ (the “Board of Directors”), and members of the staff of **Organization Name** _____, solicit current and deferred gifts from individuals, corporations, and foundations to secure the future growth and missions of **Organization Name** _____. These policies and guidelines govern the acceptance of gifts by **Organization Name** _____ and provide guidance to prospective donors and their advisors when making gifts to **Organization Name** _____. The provisions of these policies shall apply to all gifts received by **Organization Name** _____ for any of its programs or services.

2. Use of Legal Counsel

Organization Name _____ may seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate.

3. Donor’s Counsel and Legal and Tax Advice

Organization Name _____ will suggest that all prospective donors seek the assistance of personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences. **Organization Name** _____ does not serve as an advisor or counsel to donors: it is the donor’s responsibility to adopt all steps and submit all documents that may be required by **Organization Name** _____ as a condition to its acceptance of a gift, file appropriate tax returns, and defend against any challenges to claims the donor may make for any tax benefits.

4. Gifts to **Organization Name** _____

a. Forms of Gifts (Definitions). Gifts to **Organization Name** _____ may take a variety of forms.

(1) Unrestricted Gifts. An “unrestricted gift” is a gift which when received and accepted by **Organization Name** _____, contains no restrictions imposed by the donor on either the purposes to which **Organization Name** _____ may

devote the gift or restrictions that prevent **Organization Name** _____ from spending the gift on a current basis.

(2) Restricted Gifts. A “restricted gift” is a gift which, when received and accepted by **Organization Name** _____, contain restrictions imposed by the donor on either the purposes to which **Organization Name** _____ may devote the gift or restrictions that prevent **Organization Name** _____ from spending the gift on a current basis.

(3) Outright Gifts. An “outright gift” is an unrestricted or restricted gift to **Organization Name** _____ in which there are no intervening interests that must be satisfied prior to fully vesting unrestricted ownership of gift property in **Organization Name** _____.

(4) Split Interest Gifts. A “split interest gift” is an unrestricted and restricted gift to **Organization Name** _____ in which the donor or person designated by the donor retains a present or future interest and **Organization Name** _____’s interest is contingent upon the lapse of that interest or is for a limited period.

(5) Legacy Gifts. A “legacy gift” is a bequest or testamentary undertaking that will not result in a transfer of property to **Organization Name** _____ until a future date or until the death of the donor or a person designated for this purpose by the donor. Legacy gifts may be unrestricted gifts or restricted gifts.

b. If the donor does not specify restrictions at the time **Organization Name** _____ accepts a gift, the gift will be treated as an unrestricted gift that **Organization Name** _____ may, in its discretion, use to support both its current and its future operations in the amounts and proportions (as to current and future needs) and at the times, determined by **Organization Name** _____.

c. **Organization Name** _____ reserves the right to refuse any gift that it believes is not in the best interests of **Organization Name** _____.

d. Unrestricted gifts of cash to **Organization Name** _____ exclusively for its benefit are acceptable in any form. Unrestricted gifts of publicly traded securities shall be effected by transfer of the securities to an account maintained by **Organization Name** _____ at one or more brokerage firms or delivered physically with the transferor’s signature or stock power attached. As a general rule, all publicly traded securities shall be sold upon receipt unless otherwise directed by **Organization Name** _____. In some cases publicly traded securities may be restricted by securities laws; in that case, **Organization Name** _____ shall determine whether to accept these securities and the terms upon which they will be accepted.

e. Subject to the provisions of Section 4(c), **Organization Name** _____ will accept outright gifts of property other than cash and publicly traded securities, split interest gifts, and any restricted gifts if **Organization Name** _____ determines that these gifts

are consistent with **Organization Name** _____'s mission, purposes, and priorities, and do not pose any liability or unreasonable burdens on **Organization Name** _____ in connection with the administration and disposition of the gift.

f. For donor recognition purposes, Legacy gifts that are reported to **Organization Name** _____ by the donor or the donor's advisor and before the donor's death will be recorded as gifts in the amounts determined from time to time by **Organization Name** _____ in accordance with policies adopted from time to time for this purpose.

g. All agreements with donors and all information concerning donors, prospective donors, and any gifts they make to **Organization Name** _____ shall be maintained in accordance with **Organization Name** _____'s policies governing the confidentiality of, and terms for disclosure of, that information.

5. A Gift Acceptance Committee

The Board of Directors of **Organization Name** _____ may from time to time create and designate members of a committee responsible for reviewing and recommending the acceptance of gifts (the "Gift Acceptance Committee").

If and for so long as it is in existence, the Gift Acceptance Committee is charged with the responsibility of reviewing all gifts made to **Organization Name** _____, properly screening and accepting those gifts, and making recommendations to the Board of Directors on gift acceptance issues when appropriate.

During any period of time in which the Board of Directors does not designate a separate committee to function as the Gift Acceptance Committee, the Board of Directors shall function as the Gift Acceptance Committee.

6. Changes to Gift Acceptance Policies

These policies and guidelines have been reviewed and approved by the Board of Directors of **Organization Name** _____. The Board of Directors of **Organization Name** _____ must approve any changes to, or deviations from, these policies.

Approved by the Board of Directors of **Organization Name** _____ on the _____ day of _____, 201__.