

Givens Communities Philanthropy Department Policies and Procedures

Gift Acceptance Policy

Purpose: The purpose of this Gift Acceptance Policy is to guide Givens Communities (hereafter referred to as "the Organization") in the acceptance, management, and stewardship of charitable contributions.

Policy Statement: The Organization welcomes and encourages the support of individuals, corporations, foundations, and other entities through gifts that help to advance our mission. This policy outlines the types of gifts that may be accepted, and the responsibilities associated with the acceptance of such gifts.

Gift Acceptance Committee: The Gift Acceptance Committee (GAC) will review and determine the acceptance of certain gifts as outlined in this policy. The GAC will consist of the Chief Executive Officer, the Vice President of Philanthropy, the Chief Financial Officer.

Types of Acceptable Gifts

1. **Cash:** The Organization accepts gifts in the form of cash, checks, and electronic transfers.
2. **Tangible Personal Property:** Gifts of tangible personal property (e.g., art, jewelry) will be considered on a case-by-case basis.
3. **Securities:** The Organization accepts both publicly traded and closely held securities, which will be reviewed by the GAC.
4. **Real Estate:** Gifts of real estate will be evaluated based on marketability, potential liabilities, and other relevant factors.
5. **Bequests and Beneficiary Designations:** Gifts made through wills, trusts, or beneficiary designations will be accepted.
6. **Charitable Trusts and Annuities:** The Organization may accept charitable remainder trusts, charitable lead trusts, and charitable gift annuities.
7. **In-Kind Donations:** Gifts of goods or services that directly benefit the Organization's programs or operations may be accepted.

Unacceptable Gifts: The Organization reserves the right to decline any gift that:

- Is inconsistent with the Organization's mission or values.
- Would create financial or administrative burdens.
- Could potentially damage the reputation of the Organization.

Gift Acceptance Process

1. Initial Review: All proposed gifts will undergo an initial review by the Philanthropy Department.
2. GAC Review: Gifts that require further evaluation will be referred to the GAC for consideration.
3. Approval: The GAC will approve or decline the gift based on its review and alignment with the Organization's mission and policies.

Valuation and Receipt of Gifts

- Donors are responsible for obtaining independent appraisals of tangible personal property or real estate gifts for tax purposes.
- The Organization will issue receipts acknowledging the value of cash gifts and the description (but not the value) of non-cash gifts.

Use of Gifts: Unless otherwise specified by the donor and agreed upon by the Organization, all gifts will be used at the discretion of the Organization to further its mission.

Confidentiality: All information concerning donors and prospective donors will be held in strict confidence and used only for purposes related to the acceptance and management of gifts.

Donor Recognition: The Organization will appropriately recognize and thank donors for their contributions, unless the donor requests anonymity.

Amendments: This policy may be amended by the Board of Directors as necessary to ensure that it remains consistent with the goals and practices of the Organization.

Donor Bill of Rights (American Association of Fundraising Professionals)

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

- I. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- II. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- III. To have access to the organization's most recent financial statements.
- IV. To be assured their gifts will be used for the purposes for which they were given.
- V. To receive appropriate acknowledgement and recognition.
- VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Developed by: American Association of Fund Raising Counsel (AAFRC); Association for Healthcare Philanthropy (AHP); Council for Advancement and Support of Education (CASE); National Society of Fund Raising Executives (NSFRE). **Endorsed by (in formation):** Independent Sector; National Catholic Development Conference (NCDC); National Committee on Planned Giving (NCPG); National Council for Resource Development (NCRD); United Way of America .