

**Gift Acceptance Policy**

Approved 5/15/19

## Purpose

## This policy, in conjunction with the Investment Policy of the Northampton Survival Center (“NSC” or “Center”), serves as a guide to the NSC staff and Board involved with accepting gifts. This policy is intended only as a guide and allows for some flexibility on a case-by-case basis, with the approval of the Finance Committee or full Board of Directors. These guidelines may be revised from time to time and as tax laws change, with Board approval.

**Gift Acceptance**

All gifts are considered unrestricted unless otherwise specified and agreed upon by both the donor and management of the Center. To fulfill its mission, the Northampton Survival Center works with a variety of donors and will generally accept all gifts from donors that meet the parameters of this policy.

Unless otherwise specified in this policy, if there is a question about the suitability of a gift, the Executive Director, in consultation with the Finance Committee or the full Board of Directors, will make decisions about gift acceptance. If it is determined that it is not in the best interest of the organization to accept a particular gift, the Executive Director or management of the Center has the authority to decline the gift.

**Gift Acknowledgement**

The NSC staff are responsible for recording and depositing all gifts and pledges. Staff will work to ensure that all gifts are acknowledged in a timely fashion and in accordance with IRS guidelines.

**Donor Restrictions**

Donor restrictions on gifts must fall within the Center’s regular scope of work, or within a special project approved by the management of the Center. If the donor proposes restrictions outside of these parameters, such restrictions must first be approved by the management of the Center, which will seek advice from an appropriate Board committee as needed. If the Executive Director and their advisors believe the organization is unable to abide by the restrictions placed by the donor, the donor will be notified of such to try to find a resolution that would allow the NSC to accept the gift. If no such resolution is found, the Center will not accept the gift.

# **Donors’ Rights and Interests**

# The NSC will hold all information obtained from or about donors or prospects in strictest confidence. Neither the donor’s name, nor the amount or the conditions of any gift will be published without the approval of the donor.

* No agreement will be made between the NSC and any agency, person, company, or organization on any matter that would knowingly jeopardize or compromise a donor’s interests.
* In keeping with this policy, all staff or consultants employed by the NSC to administer and promote fundraising or planned gifts will not receive any commission related to gifts received.
* The NSC will not sell, lend, or trade its list of donors to any other organization for fundraising purposes. The NSC may, on occasion, purchase mailing lists from other organizations for fundraising purposes.

**Donors’ Tax and Legal Considerations**

* The NSC will not give donors or prospective donors tax or legal advice. Donors or prospective donors will be advised to seek their own tax or legal counsel as appropriate. The NSC will not provide a donor with a value for tax purposes for any donation other than cash or cash equivalent. Donors will be advised to seek their own tax and/or legal counsel as to how to value such donations.

**Laws and Regulations**

* The NSC will comply with all applicable laws and regulations in its fundraising efforts, will register with the proper authorities, and will complete any required reports.

**Types of Donations Regularly Accepted**

* **Money**Cash, checks, credit card donations, and EFT donations will be accepted by the NSC regardless of amount, according to the policy. In no event shall a donation be made payable to an individual who represents the NSC.
* **Pledges**Pledges may be payable in single or multiple installments. Promises of cash, securities, or other gifts should be made in writing (signed pledge card) and should commit to a specific dollar amount to be paid according to a fixed time schedule.
* **Matching Gifts**  
  Matching gifts made by a donor’s employer will be considered accounts receivable until paid, and be credited in the same year as the donor gift or pledge that stimulated the match.
* **Publicly Traded Stocks and Securities**The NSC will instruct our broker to sell all securities on our behalf immediately. Upon receipt of the gift of stock, donors will be informed of this policy.
* **Items in good condition** **that can be distributed through our program**  
  Items may include food, clothing, children’s books, personal care items, and other items accepted at the discretion of staff.
* **Items that can be used in the course of doing business**Items may include office supplies, small office furniture, or other supplies and consumables, accepted at the discretion of staff.
* **Contributed Services**Such services, accepted at the discretion of staff, will be counted as gift income if a) they would need to be purchased if not contributed; b) they require specialized skills, and c) they are provided by a professional purveyor of those skills. However, even if the donor meets these three requirements, the donor may not be able to claim an income tax charitable deduction. Contributed services will be accepted as a Gift in Kind. The donor will be responsible for valuing these services for tax purposes in accordance with IRS guidelines.
* **Bequests**  
  The Center will not give tax or legal advice and shall not act as an executor (personal representative) for a donor’s estate.

If the Center receives a bequest with restricting instructions, these will be reviewed to determine whether or not the Center can accept the gift. If the bequest includes instructions or restrictions that pose a challenge for the organization, decisions about the acceptance or use of funds will be made at the discretion of the Executive Director in consultation with the appropriate committee and/or the full Board of Directors, and/or legal counsel. If a bequest comes in the form of a gift of property, the Center will use the policies referenced in this document in determining whether to liquidate the gift.

* **Life Insurance**  
  Gifts of life insurance are subject to review by the Finance Committee and approval by the Board of Directors. Considerations for the Finance Committee, in conjunction with a professional adviser, could include policy ownership, whether ownership is revocable, and the terms of the policy.

# **Real Estate** Gifts of real estate are subject to review by the Finance Committee and approval by the Board of Directors. Considerations for the Finance Committee, in conjunction with a professional adviser, could include results of appraisals, an environmental audit, visual inspection of the property by a member of the staff or designated representative, and encumbrances by a mortgage or lien.

# Real estate will be credited at full fair market value regardless of the value the donor may be able to take as a charitable deduction.

* **Gifts of Tangible Personal Property**  
  Gifts of tangible personal property are subject to review by the Finance Committee and approval by the Board of Directors. Gifts will be processed in accordance with IRS guidelines.

Approved and adopted by the Board of Directors

May 15, 2019