

Assistance League® of Bend

GIFT ACCEPTANCE POLICY

PURPOSE

Assistance League of Bend, a nonprofit (501(c)(3) corporation, solicits current and deferred gifts from individuals, corporations, foundations and others to fulfill and further the mission of the organization. The following policy governs the acceptance of gifts by Assistance League of Bend and provides guidance to prospective donors and their advisors when making gifts to Assistance League of Bend.

A gift acceptance policy defines the types of gifts that the chapter will accept and the manner in which such gifts shall be administered. The main purpose of such a policy is to assist the chapter's Board in evaluating potential gifts.

POLICY

General Policy

Assistance League of Bend will accept unrestricted gifts, and gifts for specific programs and purposes, provided that such gifts are not inconsistent with its stated mission, purposes and priorities. Certain types of gifts will be accepted without review as specified below. All other types of gifts shall be reviewed by the President or the Board prior to acceptance and all final decisions on the acceptance, or refusal, of a gift shall be made by the President or the Board.

Assistance League of Bend shall not accept gifts that:

1. Violate the terms of Assistance League of Bend's organizational documents;
2. Would jeopardize Assistance League of Bend's status as an exempt organization under federal or state law;
3. Are too difficult or expensive to administer;
4. Are for purposes outside Assistance League of Bend's mission; or
5. Could damage the reputation of Assistance League of Bend.

Gifts Generally Accepted Without Review

The following types of gifts will generally be accepted by Assistance League of Bend without review by the Board:

1. **Cash.** Cash gifts are acceptable in any form, including check, money order, credit card, gift card and online payment.
2. **Unrestricted Marketable Securities.** Unrestricted marketable securities may be transferred electronically to an account maintained by Assistance League of Bend at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly upon receipt.
3. **Tangible Personal Property.** Tangible personal property will be accepted provided that such property is in good condition and is usable in Assistance League of Bend's programs, fundraising activities or supporting services.

4. **Bequests.** Donors and supporters of Assistance League of Bend are encouraged to make monetary bequests to Assistance League of Bend under their wills and trusts. The bequests will not be recorded as a gift until the gift is irrevocable.
5. **Life Insurance or Retirement Plan Beneficiary Designations.** Donors and supporters of Assistance League of Bend are encouraged to name Assistance League of Bend as beneficiary or contingent beneficiary of their life insurance policies or retirement plans. Such designations shall not be recorded as a gift until the gift is irrevocable.

Gifts Subject to Review Prior to Acceptance

Certain forms of gifts or donated properties are subject to review by the President or the Board prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

1. **Other Tangible Personal Property.** Gifts of tangible personal property other than specified above.
2. **Real Estate.** All gifts of real estate.
3. **Closely-Held or Restricted Marketable Securities.** Gifts of closely-held or restricted marketable securities.
4. **All Other Types of Gifts.** All other types of gifts not listed above.

Timing for Receipt of Gifts

Assistance League of Bend will not accept any gifts without adequate time to perform due diligence on the gift prior to acceptance.

Restrictions on Gifts

Assistance League of Bend will accept gifts restricted for specific programs and purposes if such gifts are consistent with its stated mission, purposes and priorities. The organization will not accept gifts subject to restrictions if the restrictions violate the terms of the organization's corporate charter, are too difficult to administer or are for purposes outside the organization's mission.

Right to Refuse or Return Gifts

Assistance League of Bend reserves the right to refuse or return any gift for any reason, including but not limited to circumstances where the gift is not consistent with its mission, could lead to a conflict of interest, is prohibitively restrictive, could expose Assistance League of Bend to liability or adverse publicity, or could violate state or federal law.

Securing Appraisals and Legal Fees

It will be the responsibility of the donor to secure an appraisal (where requested or required) and independent counsel (where appropriate) for gifts made to Assistance League of Bend.

Use of Legal Counsel

Assistance League of Bend shall seek the advice of legal counsel in matters relating to the acceptance of gifts when deemed necessary and appropriate as determined by the Board.

Protection of Donors

Assistance League of Bend encourages all prospective donors to seek the assistance of appropriate legal and financial advisors in all matters related to their charitable gifts, including the resulting tax and estate planning consequences of such gifts. Assistance League of Bend

will provide the donor with appropriate acknowledgments of gifts and tax forms as required of the organization by federal or state law.

Review of Gift Acceptance Policy

This policy shall be reviewed annually by the Risk Management Committee and the Board of Assistance League of Bend.

| Date | Adopted By/Approved By | Reviewed By/Revised By |
|-------------------|---------------------------|---------------------------|
| February 5, 2014 | Risk Management Committee | |
| February 24, 2014 | Board | |
| April 2015 | Board | Risk Management Committee |
| April 2016 | Board | Risk Management Committee |