

Cross Roads House Policy

Name:	Gift Acceptance and Donor Privacy Policy	Area:	Finance & Development
Status:	Final	Board Approval Date:	April 30, 2013

Part One – Outright Gifts

I. Unrestricted Gifts

No restrictions are placed on these funds by the donor. They may be expended as approved by the Board of Directors through the annual budget or other actions. Gifts are presumed to be unrestricted unless restricted by the donor as below, or by other action of the board of directors.

II. Restricted Gifts

The donor indicates in writing that the use of the contributed funds is restricted to a specific purpose.

Gifts received in response to a solicitation for a specified purpose are considered restricted to that purpose.

A. Acceptance of Restricted Gifts

The Board of Directors shall approve in advance any restricted gift offered that:

1. is for some purpose not included in the annual or capital budgets or normal agency operations; or
2. is not to be retained per Section V, part B below; or
3. would require capital expenditure in order to comply with the donor's restriction(s).

Gifts which are restricted for the benefit of a specific individual will not be accepted.

B. Establishment of Restricted Funds

The board of directors may establish restricted funds for individual departments or programs, or funds to accommodate the wishes of donors..

C. Endowment Funds

The board of directors may establish Endowment funds for any purpose. Gifts to endowment funds are presumed to be restricted to those funds in perpetuity. Endowment funds will be invested per the Cross Roads House investment policy, and income earned by such funds may be expended or reinvested as approved by the board.

III. Gifts of Real Estate

Real estate in the form of a residence, business, commercial building, undeveloped land, etc., may be accepted, subject to an environmental and toxic waste review, and

1. The property can be sold in a reasonable time; or
2. The property can be used in keeping with the mission of the agency.

All gifts of real estate must be approved by the Board of Directors in advance.

IV. Gifts of Securities

Accepted types of Securities include, but are not limited to:

1. Stock in publicly held companies.
2. 144K restricted stock.
3. Stock in privately held companies.
4. Fixed income securities.

Gifts of securities shall be accepted in accordance with the Cross Roads House investment policy and Generally Accepted Accounting Principles.

V. Gifts of Personal Property

Personal property may be accepted when

1. the property can be sold, or
2. the property can be used in keeping with the mission of CRH.

A. Gifts to be sold

Gifts other than cash or publicly traded securities valued in excess of \$5,000 must be appraised by a certified professional appraiser, and a copy of the appraisal must accompany the gift. Cost of the appraisal shall be the responsibility of the donor. The gift value shall be the appraised value at the time of the gift.

The appraisal will perform three functions:

- a. Establish the donor's tax deduction.
- b. Give Cross Roads House a reasonable value at which to carry the asset on the books, and
- c. Establish an asking price for the property.

CRH is required to notify the IRS of the sale of any personal property gift sold within two years of the date of the gift.

B. Gifts to be retained by CRH

Acceptable gifts

- a. Gifts of food, clothing, or materials will be accepted if they can be given to clients
- b. Gifts of equipment or furniture to be used in Cross Roads House operations
- c. Gifts of art will be accepted if the art can be displayed or sold for the benefit of Cross Roads House.

VII. Valuing a Charitable Gift

In general, gifts and pledges will be valued according to generally accepted accounting procedures. Gifts are valued on the date the donor relinquishes control of the asset to Cross Roads House.

Cash: All gifts are valued at face value.

Securities: All gifts are recorded as required by law or IRS guidelines. Neither losses nor gains realized by the sale of securities after their receipt, nor brokerage fees or other expenses associated with the transaction, are to affect the value recorded.

Real Estate or Personal Property: Gifts of real estate or personal property will be reported at the fair market value placed on them by an independent, expert appraiser. Small gifts of real and personal property with apparent worth of less than \$5,000 will be valued by the donor.

VIII. Acknowledgements of All Gifts

- A. All gifts will be acknowledged in writing according to given IRS guidelines.
- B. All event ticket purchases, sponsorships and underwriting contributions, etc. will be acknowledged and will include the required IRS information designating the tax-deductible amount of the gift.

IX. Limitations

Cross Roads House reserves the right not to accept gifts for any reason.

Part Two – Planned Giving

Accepted “Planned Gifts” include:

- A. Bequests
- B. Life Insurance and Retirement Plans
- C. Retained Interest or Life Income Gifts
- D. Other gifts as approved by the board of directors

The Executive Director, in consultation with the board of directors, shall be responsible for accepting planned gifts in accordance with the Cross Roads House investment policy and Generally Accepted Accounting Principles.

Cross Roads House will not pay commissions or percentages associated with negotiation and acceptance of any planned gift. Further, the standards of professional conduct in this area shall be as published by the Partnership for Philanthropic Planning.

Part Three - Donor Privacy

- A. Donor names and gift information may be used in public recognition or appreciation. Donors may opt-out of any such recognition.
- B. Donor information will not be sold, shared, or traded with any other party. It will not be used to contact or solicit donors on behalf of any other organization.
- C. Cross Roads House will respect any request to discontinue contact with any person or organization.
- D. Donor information may be used to:
 - a. comply with the law, or act in the good faith belief that such action is necessary to conform to the requirements of law;
 - b. comply with legal process served on Cross Roads House;
 - c. protect and defend our rights;
 - d. protect against potential fraud; or
 - e. act in urgent circumstances to protect the personal safety of others.

Background:	<i>Initially adopted January, 2004. Amended 2013 to add Part 3 and update Parts 1 & 2.</i>
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