

GIFT ACCEPTANCE POLICIES

The Shepherd Center Webster/Kirkwood, Inc. appreciates and encourages current and deferred gifts that will help us further and fulfill our mission to provide programs and services for older adults in our community. The policies and guidelines set forth below are designed to protect the best interests of both the donor and us and apply to all gifts offered to or received by us.

1. General Considerations for Gift Acceptance

While we reserve the right to refuse any gift, generally we will accept gifts which

- are consistent with our purpose, mission and nonprofit status
- are unrestricted, or if restricted, contain sufficiently broad and flexible terms to allow us to freely and effectively use the gift
- are irrevocable
- will not generate financial or other burdens that are disproportionate to the use or value of the gift
- can be used effectively or sold or otherwise disposed of quickly
- permit us to apply the gift to a related purpose in the event that the designated purpose is no longer practical, necessary or able to be performed.

2. Gift Acceptance Authority

The Finance/Fundraising Committee has the responsibility of reviewing all “non-routine” gifts offered to or received by us, properly screening these gifts, accepting or declining them, and making recommendations to the Board on gift acceptance issues when appropriate. For purposes of this policy, the term “non-routine” means any gift other than cash, cash pledges, readily marketable publicly traded securities and tangible personal property offered for inclusion in a silent auction at the Taste of Webster Kirkwood or other fundraising event.

3. Specific Policies for Acceptance of Gifts by Type of Gift

a. Cash

Cash gifts are acceptable in the form of checks, credit card payments, and other cash equivalents. Checks should be made payable to Shepherd’s Center Webster/Kirkwood, Inc. and delivered to the Executive Director or her designee.

b. Publicly-Traded Securities

Securities traded on the New York, American or NADAQ stock exchanges, or other readily marketable securities will be accepted. As a general rule, all marketable securities may be sold upon receipt. Restrictions due to applicable securities laws or at the request of the donor must be reviewed by the Finance/Fundraising Committee.

c. Closely Held Securities

Non-publicly traded securities may only be accepted subject to review by the Finance/Fundraising Committee and approval by the Board. Further review and recommendation by an outside professional may be sought before making a final decision on acceptance. As a general rule, accepted gifts of closely held securities may be sold upon receipt.

d. Real Property

A gift of real estate must be approved by our Board prior to being accepted. Gifts of time-share units will generally not be accepted. In deciding whether to accept such a gift, the following information should be reported:

- a survey of the property and any improvements on the property
- the current status of title, ownership and encumbrances
- the carrying cost of the property (including insurance, ad valorem taxes, and necessary upkeep and maintenance)
- the current zoning for the property
- any and all restrictions on use or ownership
- an independent appraisal of the property
- an environmental assessment of the property
- an analysis of the marketability of the property and anticipated selling costs
- any transaction costs associated with transferring the property to us.

The cost of obtaining the foregoing documentation, fees associated with the appraisal and environmental assessment, title reports, and legal fees, under normal circumstances, should be the responsibility of the donor.

e. Tangible Personal Property

Jewelry, artwork, collections and other personal property must be approved by our Board prior to being accepted. We may require an appraisal of the property and, where appropriate, may obtain a title binder prior to acceptance of the gift. Costs associated with the appraisal and title binder shall generally be an expense of the donor.

As a general rule, accepted gifts of tangible personal property may be sold upon receipt. Only persons specifically authorized by our Board may represent to a donor that property will or will not be held for a requisite period of time or used for purposes related to our tax-exempt status.

f. Life Insurance Policies

Donors and supporters are encouraged to name Shepherd's Center Webster/Kirkwood, Inc. as beneficiary or contingent beneficiary of their life insurance policies.

We may accept gifts of life insurance policies, provided we reach a prior written agreement with the donor about arrangements for the payment of any required premiums.

g. Retirement Accounts

Donors and supporters are encouraged to name Shepherd's Center Webster/Kirkwood, Inc. as a beneficiary of their retirement accounts.

h. Charitable Gift Annuities

Charitable gift annuities generally will be accepted.

i. Charitable Remainder Trusts

We may accept designation as remainder beneficiary of a charitable remainder trust.

j. Charitable Lead Trusts

We may accept a designation as income beneficiary of a charitable lead trust.

k. Bequests

Donors and supporters are encouraged to make bequests under their wills and trusts.

l. Remainder Gifts

Gifts of a remainder interest in real property will be reviewed by the Board of Shepherd's Center Webster/Kirkwood.

m. Other Gifts

Types of gifts not covered in this policy must be approved by the Board of Shepherd's Center Webster/Kirkwood before being accepted.

4. Confidentiality/Recognition

Donor names and giving levels will be published in our publications for recognition purposes, unless a donor requests anonymity pursuant to procedures that we will offer.

5. Donor Consultation with Independent Advisors

We urge prospective donors to seek in advance the assistance and advice of independent professional advisors (e.g. accountants, certified financial planners,

attorneys and investment brokers) in matters relating to their gifts and the resulting tax and estate planning consequences.

6. Endowment Gifts

A new permanent endowment for a specified, approved purpose may be established with a minimum gift of \$5,000.00. A gift designated to an existing endowment fund, including the general endowment fund, may be of any amount.

7. Undesignated Gifts

Gifts will be contributed to the operating budget unless designated (in part or in whole) to a special program, special project, or an endowment fund, or otherwise directed by the Board of Shepherd's Center Webster/Kirkwood.

8. Use of Legal Counsel

When appropriate, we will seek the advice of legal counsel in matters relating to the acceptance of deferred gifts and other gifts. In particular, no agreement relating to deferred giving will be executed without the advice of legal counsel. Review by legal counsel will generally occur in the case of:

- Closely held stock transfers that are subject to restrictions or buy-sell agreements;
- Gifts that require us to make payments or assume obligations;
- Transactions with potential conflicts of interest;
- Transactions that may raise tax issues regarding our tax status; and
- Other instances in which use of legal counsel is deemed appropriate by our Board.

9. Policies Applicable to All Gifts

Donors should be notified at the time of acceptance that we will, as a matter of policy, cooperate fully in all matters related to IRS investigations of non-cash charitable gifts.