## Gift Acceptance Policy Template

**Effective Date**: [Insert Date]
**Revision Date**: [Insert Date]
**Approved By**: Board of Directors

**1. Purpose**

The purpose of this policy is to establish guidelines for the acceptance of gifts and donations to ensure alignment with [ORGANIZATION NAME]’s mission, values, and legal requirements.

**2. Scope**

This policy applies to all gifts offered to [ORGANIZATION NAME], including monetary contributions, in-kind donations, real estate, securities, and other non-cash gifts.

**3. Definitions**

* **Gift**: A voluntary transfer of property or assets without receiving goods or services in return.
* **Restricted Gift**: A gift designated by the donor for a specific purpose or program.
* **Unrestricted Gift**: A gift that may be used at the organization's discretion.

**4. Policy Statements**

4.1. **Acceptable Gifts**:
[ORGANIZATION NAME] accepts gifts that align with its mission and values, including:

* Cash or checks
* Marketable securities
* Tangible personal property, provided it serves the organization’s mission
* Real estate, subject to board review
* Bequests, trusts, and planned gifts

4.2. **Unacceptable Gifts**:
Gifts will be declined if they:

* Conflict with [ORGANIZATION NAME]’s mission or values.
* Incur excessive administrative or financial burdens (e.g., significant maintenance costs).
* Pose legal or ethical concerns, such as gifts obtained through questionable means.

4.3. **Restricted Gifts**:
[ORGANIZATION NAME] will honor donor restrictions where feasible. Any proposed restrictions must be approved by the Executive Director and/or board before acceptance.

4.4. **Gift Valuation**:
The organization does not assign monetary values to non-cash gifts for tax purposes; donors are responsible for obtaining independent appraisals.

4.5. **Acknowledgment**:
All gifts will be acknowledged in writing within [INSERT TIME FRAME, E.G., 30 DAYS], complying with IRS requirements for charitable contributions.

4.6. **Donor Confidentiality**:
Donor information will be kept confidential unless explicit permission is granted by the donor for disclosure.

**5. Procedures**

5.1. **Gift Review and Approval**:

* Non-cash gifts valued at [INSERT THRESHOLD, E.G., $10,000] or more must be reviewed by the Finance or Development Committee before acceptance.
* Gifts of real estate or other significant assets must be evaluated for potential liabilities, including environmental assessments if applicable.

5.2. **Restricted Gift Agreements**:

* A written agreement outlining the terms and conditions of restricted gifts must be signed by the donor and the Executive Director.

5.3. **Declining Gifts**:

* The Executive Director or Board of Directors has the authority to decline gifts that fail to meet the criteria outlined in this policy.

5.4. **Gift Acknowledgment**:

* Issue written acknowledgment to the donor, detailing the gift type, value (if cash), and applicable restrictions.

5.5. **Record Keeping**:

* Maintain records of all gifts, including documentation of any restrictions, in the organization’s donor database for [INSERT TIME FRAME, E.G., 7 YEARS].

**6. Roles and Responsibilities**

6.1. **Executive Director**:

* Evaluate and approve gifts within the scope of this policy.

6.2. **Development Staff**:

* Facilitate donor relations, process gift acknowledgments, and maintain accurate records.

6.3. **Board of Directors**:

* Provide oversight for significant gifts and ensure alignment with the organization’s mission and goals.

6.4. **Legal Counsel**:

* Review complex gift agreements and provide guidance as needed.

**7. Review and Revision**

This policy will be reviewed annually by the Development Committee and updated as necessary. Changes must be approved by the Board of Directors.

Approved by: [Insert Name or Position]
Date: [Insert Date]
Review Date: [Insert Date]
Next Review Date: [Insert Date]