

The Gathering of Southeast WI, Inc.

GIFT ACCEPTANCE POLICY

I. Purpose

Understanding that fund development is critical to the survival of **The Gathering**, this policy is adopted to provide guidance in determining how and which gifts and donations should be accepted.

II. Gift Acceptance Policy

The Board of Directors of **The Gathering** has adopted the following rules for accepting gifts. The Board of Directors reserves the right to change or modify the Gift Acceptance Policy on behalf of **The Gathering** at any time. All gifts must be recognized as supporting the mission of the agency:

- The Board of Directors of **The Gathering** subscribes to the Donor Bill of Rights
- The staff and Board of Directors will solicit and accept financial contributions in the form of cash, checks, EFT, and any other transaction as may be deemed appropriate on behalf of **The Gathering**. If any such contribution should be deemed inappropriate or otherwise inconsistent with the mission of **The Gathering**, the Board of Directors reserves the right to refuse such gift.
- The Board will only accept gifts with a charitable intent.
- The Board of Directors will abide by the wishes of the donor in restricting or designating a gift, except for restrictions that significantly alter the manner in which The Gathering provides its services. "Significantly alter" is determined by The Gathering Board and Executive Director.
- Securities received by **The Gathering** will be sold immediately upon receipt. Gifts of securities will be acknowledged at the value received into the organization's account on the day as received. Funds will be deposited into **The Gathering's** operating cash account, unless designated or restricted by the donor or the Board.
- Gifts-in-kind (such as food, supplies, clothing and equipment intended for use in The Gathering's daily operations) will be valued by the donor for tax purposes. The gifts will be acknowledged by **The Gathering** with a formal letter without valuation.
- Non-cash gifts of significant value (such as property, art work, vehicles, etc.) will be accepted by **The Gathering** only if they can be converted to cash.
- Gifts received through wills and bequests will be deposited into accounts designated by the Board of **The Gathering**. The Board of Directors will determine the use of such funds, unless restricted by the donor.
- All gifts will be acknowledged within two weeks, and signed by the Executive Director of **The Gathering**.
- Donor information is maintained by **The Gathering**. These records are confidential and will not be used by or sold to any other organization.
- All solicitation activities conducted by The Gathering shall conform to the current federal, state and local laws.
- **The Gathering** reserves the right to seek advice from legal counsel if necessary.