

The Minnesota Camp Fire Foundation Gift Acceptance Policy



1. Gift Acceptance and Refusal

The Minnesota Camp Fire Foundation solicits and accepts gifts that are consistent with its mission and that support its core programs, as well as special projects. Acceptance of any contribution, gift or grant is at the discretion of the Minnesota Camp Fire Foundation.

Donations will generally be accepted from individuals, partnerships, corporations, and other entities without limitations, unless acceptance of gifts from a specific source is inconsistent with the mission of the Minnesota Camp Fire Foundation.

The Minnesota Camp Fire Foundation may accept donations of cash, checks, securities, real property, and personal property. Gifts of in-kind services will be accepted at the discretion of the Minnesota Camp Fire Foundation.

Certain types of gifts must be reviewed prior to being accepted because they may create liabilities or impose special obligations on the Minnesota Camp Fire Foundation. These include:

- Gifts of real property – land and/or buildings may only be accepted upon careful review and written approval of the CEO. Donors interested in donating real property should submit a *Property Donation Form*, disclosing fair market value, property encumbrances, etc.
- Gifts of personal property – personal property such as automobiles, boats, furniture, and business equipment valued at \$500 or above may only be accepted upon written approval of the CEO.
- Gifts of securities, bequests, insurance and retirement plans, trusts, and annuities, may only be accepted upon approval of the CEO.

Securities are received into the investment account maintained at RBC Wealth Management. Gifts of securities will be acknowledged to the donor at the value received into the account, as of the day received. All securities will be sold immediately upon receipt into the account.

The Minnesota Camp Fire Foundation shall have the right to refuse contributions that do not enhance, promote, and further the purpose of the Minnesota Camp Fire Foundation and the long-range financial viability of the organization. The Minnesota Camp Fire Foundation shall also have the right to refuse gifts of any type if the potential gift poses a conflict of interest – including but not limited to real or perceived conflicts of interests. Employees are encouraged to bring to the attention of the CEO or senior development executive any concerns they may have about the appropriateness of accepting any gift.

2. Professional Advice

The Minnesota Camp Fire Foundation will refrain from providing advice about the tax or other treatment of gifts and will encourage donors to seek guidance from their own professional advisors to assist them in the process of making their gift.

3. Gift Acknowledgment

The Minnesota Camp Fire Foundation will provide acknowledgments to donors meeting IRS substantiation requirements for property received by the charity as a gift. However, except for gifts of cash and publicly traded securities, no value shall be ascribed to any receipt or other form of substantiation of a gift received by the Minnesota Camp Fire Foundation.

4. Donors' Wishes

The Minnesota Camp Fire Foundation will respect the intent of the donor relating to gifts for restricted purposes and those relating to the desire to remain anonymous. If the Minnesota Camp Fire Foundation is unable to honor the donor's intended purposes, the organization will communicate with the donor to discuss options.

With respect to anonymous gifts, the Minnesota Camp Fire Foundation will restrict information about the donor to only those staff members with a need to know.