



## **GIFT ACCEPTANCE POLICY**

The Green River Community College Foundation is a 501 C 3 non-profit organization operated for the maintenance and/or realization and attainment of educational, cultural, scientific, and charitable purposes by maintaining, developing, increasing, and extending the facilities and services of Washington Community College District No. 10 and for providing broader educational opportunities to its students, staff, faculty, and residents. Additionally, it is a repository for community contributions, memorials, bequests, and any other funding or gifts that are donated, presented or granted toward the realization of the Foundation's goals.

This policy provides a framework for the types and forms of gifts that will provide maximum benefit both to the donor and to the Foundation. The Foundation accepts gifts that add value without encumbering it by generating costs or liabilities in excess of the benefits provided, or that are restricted in a manner not consistent with the purpose, goals, or policies of the Foundation.

Gifts to unrestricted funds best serve the overall mission and purpose of the Foundation. Gifts may also be designated for a particular program or project. Gifts may also be made for endowment purposes where there is an interest in making a lasting contribution to future needs.

### ***General Policies***

1. Overall responsibility for assuring compliance with the requirements of this policy is assigned to the Executive Director and/or the Foundation Treasurer. That person has the authority to handle inquiries, negotiate with donors and execute agreements on behalf of the Foundation. Any gift that falls outside this gift acceptance policy must be reviewed by the Finance Committee and approved by the Board of Directors.
2. Only gifts consistent with the Foundation's purpose may be considered for acceptance.
3. The Foundation, in keeping with IRS regulations, cannot accept a gift that will be directly or indirectly subject to any material restriction or condition by the donor that prevents it from freely and effectively employing the transferred assets or the income from those assets to further its philanthropic mission. The Foundation reserves the right to refuse any gift that it believes jeopardizes its mission or is not in its best interest.
4. The Executive Director and/or the Foundation Treasurer has the authority to evaluate proposed gifts of property to determine whether the costs to the Foundation associated with receiving the gift can prudently be accommodated using other Foundation resources. Occasionally, associated costs may mitigate against acceptance of a gift.
5. The Foundation does not give legal advice. It is recommended that the donor seek the advice of the donor's own legal or tax counsel prior to making the gift.

6. The valuation and substantiation of charitable gifts is a matter between the donor/taxpayer and the taxing agency. Therefore, the Foundation, as a donee of such gifts, will not estimate to the donor the value of non-cash gifts. The Foundation will cooperate fully with the donor in the gift substantiation process required by the taxing agency.
7. All gifts to the Foundation are sincerely appreciated and promptly acknowledged with a thank you letter and receipt. Overall responsibility for assuring compliance with the requirements regarding gift acknowledgement is the responsibility of the Executive Director.
8. Adequate records of all gifts will be maintained by the Foundation in accordance with accepted accounting procedures to allow a proper audit trail.
9. All information concerning prospective donors, including names and addresses, names of beneficiaries, nature and value of estates, amounts of provisions, etc. will be kept strictly confidential by the Foundation in accordance with local, state, and federal laws unless donors grant permission to use selected information for purposes of referral, testimonial or example.

### *Types of Foundation Funds*

1. Unrestricted Fund.
2. Temporarily Restricted Funds – Funds that are restricted for only a specific time period after which time the related restriction is lifted and the funds become unrestricted (example Title III Challenge Grant).
3. Permanently Restricted Funds – The donor designates how and when a particular gift is used. Included in this category are gifts that are restricted to a particular program, cause, or project and endowed funds, where the principal is not spent and only earnings from the funds are distributed, usually at an allotted amount each year that allows the funds to grow.

### *Types of Gifts*

1. **Cash:** The Foundation accepts cash, checks, money orders and gifts via credit card. Often the amount of a gift of cash can be increased through a corporate matching program.
2. **Marketable Securities:** Securities which are traded on an exchange or other publicly reported market may be accepted by the Foundation.
3. **Closely Held Securities:** The Foundation Finance Committee and legal counsel will carefully review non-publicly traded securities. In the review process, if it is determined that the company may redeem the stock and that a qualified appraisal was made of the stock, it might be appropriate to accept the securities.

4. **Stock in Subchapter S Corporations:** To be accepted, such stocks must have a qualified appraisal performed by an independent professional appraiser. Prior to approval, the Finance Committee and legal counsel must review such gifts.
5. **Real Estate:** Gifts of real estate may be accepted based on the outcome of a property analysis, including physical condition. Prior to acceptance of the gift, the Finance Committee and legal counsel will review and approve the transfer of ownership.
6. **Tangible Personal Property:** The appropriate faculty member and/or administrator must approve any donation of equipment or materials to the Foundation for use in college programs. If the gift requires a transfer of title, it is the responsibility of the department accepting the gift to make sure the title transfer is accomplished. The valuation of such a gift is the responsibility of the donor.

Other property gifted to the Foundation must be saleable and the donor must agree that the property can be sold unless the Foundation agrees to use the property in such a way that is related to its exempt purpose. If the property is sold, the Foundation has sole discretion on choice of buyers. Such gifts are reviewed with special care to ensure that acceptance will not involve financial commitments in excess of budgeted items or commit the Foundation to other obligations disproportionate to the usefulness of the gift.

All decisions related to acceptance of these gifts will rest with the Finance Committee.

7. **Partnerships:** The Foundation does not accept gifts of general partnership interests. Prior to approval of gifts of limited partnership interests or interests in an LLC, all relevant partnership and LLC agreements will be reviewed by the Board of Directors and legal counsel with particular attention given to the activity of the partnership/LLC and how allocations are made. Further, the underlying assets and liabilities of the partnership/LLC will be reviewed. Limited partnership interests in family limited partnerships will be considered subject to review by the Finance Committee.
8. **Life Insurance:** The Foundation encourages donors to name Green River Community College Foundation as a primary, secondary, or last beneficiary under life insurance policies that they have purchased during their lives. The Foundation accepts life insurance policies for which the donor has relinquished ownership by assigning all rights, title, and interest in the policy to the Foundation. If the insurance policy is not fully paid up, the Foundation may choose to cash it in for the current surrender value or require the donor to pay any premiums due on the policy. If the policy lapses for non-payment prior to maturity because a donor fails to provide for premium payments, the Foundation may redeem the policy.
9. **Gifts by Will:** A will is an instrument by which a person makes a disposition of property to take effect after his death and which can be altered or revoked at any time during his life. Gifts by will shall be actively encouraged by the Foundation. A person interested in making a gift by will is encouraged to make the gift in accordance with the terms and provisions of this gift acceptance policy.