

## **McIntire Botanical Garden Gift Acceptance Policy**

### **Purpose**

This policy serves as a framework for McIntire Botanical Garden, its staff, board members, volunteers and advisors who assist in gift planning and solicitation processes and for prospective donors considering gifts to McIntire Botanical Garden. It is reviewed regularly by the Board of Directors of McIntire Botanical Garden.

### **Policy**

Acceptance of any contribution, gift or grant is at the discretion of McIntire Botanical Garden. McIntire Botanical Garden will not accept any gift unless it can be used or expended in a manner consistent with its purpose and mission:

The mission of McIntire Botanical Garden is to cultivate a public garden that reflects the unique character of the Piedmont region while promoting knowledge, enjoyment and conservation of native and site-adapted plants through display, education and research.

McIntire Botanical Garden 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.

McIntire Botanical Garden accepts donations of cash, publicly traded securities, bequests, retirement plan beneficiary designations and life insurance beneficiary designations. Gifts of in-kind services will be accepted at the discretion of McIntire Botanical Garden.

Certain other gifts, real property, personal property, in-kind gifts valued by the donor at \$5,000 or greater, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed prior to acceptance by the Gift Acceptance Panel of McIntire Botanical Garden due to the special obligations raised or liabilities they may pose for McIntire Botanical Garden. In-kind gifts valued by the donor at \$5,000 or greater must be accompanied by a qualified appraisal of the property.

McIntire Botanical Garden will provide contemporaneous, written acknowledgment to donors meeting IRS substantiation requirements for all charitable contributions received by the organization as gifts. 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 McIntire Botanical Garden.

Gifts of cash and publicly traded securities valued at \$25,000 or greater must be reviewed by the Gift Acceptance Panel of McIntire Botanical Garden prior to acceptance. Ten percent of cash and publicly traded securities gifts of \$10,000 or greater given to any fund other than the Annual Fund will be designated by McIntire Botanical Garden for operations.

McIntire Botanical Garden will respect the intent of the donor relating to gifts for restricted purposes and those relating to the desire to remain anonymous. With respect to anonymous gifts, McIntire Botanical Garden will restrict information about the donor to only those staff and members within McIntire Botanical Garden with a need to know.

McIntire Botanical Garden will not compensate, whether through commissions, finders' fees, or other means, any third party for directing a gift or a donor to McIntire Botanical Garden.

McIntire Botanical Garden adheres to the precepts of the Association for Fundraising Professional's Donor Bill of Rights (attached).

***Policy Acceptance and Revision History***

*On August 16, 2017, the Board of Directors of McIntire Botanical Garden unanimously adopted this Gift Acceptance Policy.*

**Donor Bill of Rights**

**Association of Fundraising Professionals (AFP)**

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

- I. To be informed of the organization's mission, of the way the organizations intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- II. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- III. To have access to the organization's most recent financial statements.
- IV. To be assured their gifts will be used for the purposes for which they were given.
- V. To receive appropriate acknowledgment and recognition.
- VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.