

## **Gift Acceptance Policy**

Woman to Woman Mentoring, Inc. solicits and accepts gifts for purposes that will fulfill its mission and help advance the organization. Woman to Woman Mentoring, Inc. urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences.

All gifts, unless specifically designated by the donor or solicited with a specific intent, are considered unrestricted and should be used for overall organization support as designated by the organization's budget. Management designation of unrestricted funds is permissible at the recommendation of the Finance Committee with approval by the Executive Committee and presented to the full-board for consent.

The following policies and guidelines govern acceptance of gifts made to Woman to Woman Mentoring, Inc. for the benefit of any of its operations, programs, or services.

***Use of Legal Counsel***—Woman to Woman Mentoring, Inc. will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- A. Gifts of securities that are subject to restrictions or buy-sell agreements.
- B. Documents naming Woman to Woman Mentoring, Inc. as trustee or requiring Woman to Woman Mentoring, Inc. to act in any fiduciary capacity.
- C. Gifts requiring Woman to Woman Mentoring, Inc. to assume financial or other obligations.
- D. Transactions with potential conflicts of interest.
- E. Gifts of property which may be subject to environmental or other regulatory restrictions.

***Restrictions on Gifts***—Woman to Woman Mentoring, Inc. will not accept gifts that (a) would result in Woman to Woman Mentoring, Inc. violating its corporate charter, (b) would result in Woman to Woman Mentoring, Inc. losing its status as an IRC § 501(c)(3) not-for-profit organization, (c) are too difficult or too expensive to administer in relation to their value, (d) would result in any unacceptable consequences for Woman to Woman Mentoring, Inc., or (e) are for purposes outside Woman to Woman Mentoring, Inc.'s mission. Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Executive Committee, in consultation with the Executive Director.

***Gifts Generally Accepted Without Review***—Certain forms of gifts or donated properties are typically not subject to review prior to acceptance. Examples of gifts include, but are not limited to:

- A. **Cash.** Cash gifts are acceptable in any form, including by check, money order, credit card, or on-line. Donors wishing to make a gift by credit card must provide the card type

(e.g., Visa, MasterCard, American Express), card number, expiration date, and name of the cardholder as it appears on the credit card.

- B. **Marketable Securities.** Marketable securities may be transferred electronically to a designated account established at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly upon receipt unless otherwise directed by Woman to Woman Mentoring's Executive Committee. In some cases marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances, the decision whether to accept the restricted securities shall be made by the Executive Committee.
- C. **Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities, and Retirement Plans.** Donors are encouraged to make bequests to Woman to Woman Mentoring, Inc. under their wills, and to name Woman to Woman Mentoring, Inc. as the beneficiary under trusts, life insurance policies, commercial annuities, and retirement plans.
- D. **Charitable Remainder Trusts.** Woman to Woman Mentoring, Inc. will accept designation as a remainder beneficiary of charitable remainder trusts.
- E. **Charitable Lead Trusts.** Woman to Woman Mentoring, Inc. will accept designation as an income beneficiary of charitable lead trusts.

***Gifts Accepted Subject to Prior Review***—Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

- A. **Tangible Personal Property.** The Executive Committee shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations: does the property further the organization's mission? Is the property marketable? Are there any unacceptable restrictions imposed on the property? Are there any carrying costs for the property for which the organization may be responsible? Is the title/provenance of the property clear?
- B. **Life Insurance.** Woman to Woman Mentoring, Inc. will accept gifts of life insurance where Woman to Woman Mentoring, Inc. is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.
- C. **Real Estate.** All gifts of real estate are subject to review by the Executive Committee. Prior to acceptance of any gift of real estate other than a personal residence, Woman to Woman Mentoring, Inc. shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit. Criteria for acceptance of gifts of real estate include:
  - i. Is the property useful for the organization's purposes?
  - ii. Is the property readily marketable?

- iii. Are there covenants, conditions, restrictions, reservations, easements, encumbrances, or other limitations associated with the property?
- iv. Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property?
- v. Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?