



## Gift Acceptance Policy

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Thank you for placing your confidence in Social Venture Partners Boulder County by making a contribution.

Acceptance of any contribution, gift, or grant is at the discretion of Social Venture Partners Boulder County. SVP Boulder County will only accept gifts that can be used or expended consistently with the purpose and mission of the organization.

### The Donor Bill of Rights

This Donor Bill of Rights was created by the Giving Institute: Leading Consultants to Non-Profits, Association for Healthcare Philanthropy (AHP), the Association of Fundraising Professionals (AFP), and the Council for Advancement and Support of Education (CASE). It has been endorsed by numerous other nonprofit associations, and many charities incorporate it into their operating policies and procedures.

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 ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

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

These policies must be viewed as flexible and realistic in order to accommodate unpredictable situations as well as donor expectations, as long as such situations and expectations are consistent with SVP Boulder County's mission and policies. Flexibility must be maintained since some gift situations will be

complex, and proper decisions can be made only after careful consideration of all related factors. These policies may, therefore, require that the merits of a particular gift be considered by the appropriate staff and/or committee of the board along with legal counsel and directors if necessary.

## **Gifts**

Board and staff members have the authority to solicit and/or accept gifts on behalf of SVP Boulder County. Partners may be asked to participate in the solicitation of a gift. SVP Boulder County will accept donations of cash, checks, bequests, or publicly traded securities.

- Cash gifts are receipted on the date received by SVP Boulder County.
- A check is receipted on the date that it is received by SVP Boulder County or, if at year-end, the date it is postmarked by the United States Postal Service.
- Online gifts are receipted on the date processed by the online giving tool used by SVP Boulder County.
- Gifts of publicly traded securities may be made by electronic transfer directly to SVP Boulder County's existing brokerage account so long as the total value of said gift at time of transfer is \$2,000 or more, the donor (or his/her broker) must notify the organization so that it can expeditiously receipt the gift. (Please review SVP's [Stock Transfer Instructions](#).)
  - Securities for which there is a recognized market are valued at the average of the highest and lowest selling prices on the date of the gift. The value of a share in a mutual fund is its public redemption price (the "bid price") in effect on the date the gift is received by the organization.
  - The date of the gift is the date the security is transferred and held in "street name" on the books of a brokerage firm.

SVP Boulder County will consider other gifts, such as real property, personal property, non-liquid securities, limited partnership, life insurance, and similar types of assets, on a case-by-case basis. It will conduct due diligence as appropriate in determining whether or not to accept the gift. Such gifts must be approved by the Executive Director and Finance Committee. External appraisals may be required of the donor.

Property generally will be sold at the highest possible price as soon as practical after conveyance, unless the property is to be used in connection with SVP Boulder County's exempt purpose. SVP Boulder County discourages gifts of property that cannot readily be sold or which require unusual expenses prior to sale. If a lengthy selling period is anticipated, SVP Boulder County may refuse the gift or request that the donor cover the expenses with a cash gift.

Certain gifts and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed by SVP Boulder County's staff, Finance Committee, and legal advisors prior to acceptance due to the special obligations raised or liabilities they may pose for SVP Boulder County.

No irrevocable gift, whether outright or life-income in character, will be accepted if SVP has been given reason to suspect, under any reasonable set of circumstances, the gift would jeopardize the donor's financial security.

Gifts of in-kind services will be accepted at the discretion of SVP Boulder County and its policies.

## **Gift Acknowledgement**

SVP Boulder County will provide acknowledgment to donors per IRS requirements. 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 SVP Boulder County. It is the donor's responsibility to assign value to

the gift and donors of gifts other than cash or publicly traded securities will be asked to complete a brief donation form which includes the assignment of gift value.

### **Confidentiality**

Information regarding a donor or prospective donor is treated as confidential by SVP Boulder County, its staff and Board of Directors, unless permission is obtained from the donor to release specific information.

### **Donor Intent**

SVP Boulder County 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, SVP Boulder County will restrict information about the donor to only those staff members with a need to know.

### **Advice**

SVP Boulder County 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 decision.

### **Due Diligence**

When considering whether to solicit or accept gifts, SVP Boulder County will consider the following factors:

- Values—whether the acceptance of the gift compromises any of the core values of SVP Boulder County
- Compatibility—Whether there is compatibility between the intent of the donor and the organization’s use of the gift
- Public Relationships—whether acceptance of the gift damage the reputation of SVP Boulder County
- Primary Benefit—whether the primary benefit is to SVP Boulder County versus the donor
- Consistency—whether acceptance of the gift is consistent with prior practice
- Form of Gift—whether the gift is offered in a form that SVP Boulder County can use without incurring substantial expense or difficulty
- Effect on Future Giving—whether the gift will encourage or discourage future gifts

### **Stewardship**

SVP Boulder County will be responsible for good stewardship toward its donors by following these guidelines:

- Files, records, and mailing lists regarding all donors and donor prospects are maintained and controlled by SVP Boulder County.
- This information is confidential and is strictly for the use of SVP Boulder County board and staff. Use of this information shall be restricted to organization purposes only.
- Names of donors will not be provided by SVP Boulder County to other organizations, nor will any lists be sold or given to other organizations.

### **Other**

SVP Boulder County will not compensate, whether through commissions, finders’ fees, or other means, any third party for directing a gift or a donor to the organization.