



COMMUNITY FOUNDATION FOR THE ALLEGHENIES

GIFT ACCEPTANCE POLICIES AND PROCEDURES

The purpose of these policies and procedures is to provide guidelines for staff members, volunteers and others who engage in fund raising activities for the benefit of and under the auspices of the Community Foundation for the Alleghenies. These policies and procedures apply to all fund raising, gift acceptance and communication with donors or prospective donors. The intent of these policies is to ensure that donor's wishes can be honored, community needs will be addressed and the provisions of gifts are consistent with the Foundation's overall mission.

All efforts within the Community Foundation to raise funds from private and public sources (individuals, corporations, foundations, trusts and others) for endowed or pass-through funds must be coordinated through the Executive Director and/or the Senior Director of Donor Relations.

Failure to coordinate fund raising activities may result in more than one individual or organization approaching a potential gift source at the same time. The result can be confusion; embarrassment to the Community Foundation, an agency and the potential donor; and duplication of effort. Donors expect the Community Foundation to determine its priorities and make a single coordinated approach. Within the framework of priorities established by the Board of Directors and various committees of the Board, staff members will consult with those wishing to approach a funding source to determine the appropriate timing in light of Community Foundation, as well as community-wide, priorities.

I. GIFT POLICY

As a public community foundation rendering an important public service, the Foundation strongly encourages the solicitation and acceptance of gifts that enable it to fulfill its community service mission. The mission of the Community Foundation for the Alleghenies is to serve the best interests of our donors in perpetuating their philanthropic support of our community using the Foundation's integrity, accountability and community knowledge. The cultivation and solicitation of gifts are essential to the Community Foundation's effectiveness and growth.

In accepting gifts, however, the Community Foundation values and will protect its integrity and independence.

In seeking gifts, several necessary conditions must be kept in mind. Gifts can only be sought for purposes, positions and programs that already have appropriate approval. Donors wishing to fund the creation of a new organization or a specific position not already within an organization's operating budget will be guided through a process to determine that the gift will fulfill organizational priorities and avoid duplication of and conflict of interest. All fund raising activities to be conducted by the Community Foundation require the approval of the Board of Directors and the Executive Director.

Gifts may be sought from individuals, corporations, foundations, clubs, and any federal, state or local government. Whenever a gift, because of its source, conditions or purpose, could expose the Community Foundation to adverse publicity, extend the organization's resources beyond their strength, or involve the Foundation in new and unexpected responsibilities, the matter should be referred to the Executive Director who will confer with the Gift Acceptance Committee. This Committee shall consist of the Foundation's Executive Director, Finance Committee Chair, Investment Committee Chair and legal counsel or other qualified persons appointed by the Board of Directors.

Oil, Gas, and Mineral Interests

The Community Foundation may accept oil, gas, or mineral property interests, where appropriate. Any working interests with possible liabilities will not normally be accepted. Prior to acceptance of an oil, gas, or mineral interest the gift shall be approved by the Gift Acceptance Committee, and if necessary, by the Community Foundation's legal counsel.

The primary responsibility of the Gift Acceptance Committee shall be to review (and determine action on) proposed gift transactions which: (1) the Executive Director refers to the Committee, or (2) consist of assets that require Committee review. The Committee may consider these issues through meetings, telephone discussions, mailings or other appropriate means.

The Executive Director shall be authorized to carry out decisions made by the Committee with no further action by the Board of Directors. All such decisions shall, as a matter of normal operations, be reported to the full Board of Directors no later than its next scheduled meeting. If, in the judgment of the Committee, a potential gift falls outside the parameters outlined in these Gift Acceptance Policies, the Committee will refer consideration of the potential gift to the full Board of directors.

Under normal circumstances, the President of the Board of Directors will delegate authority to solicit and accept gifts to the Executive Director and the Senior Director of Donor Relations, and in appropriate cases, will accept them himself or herself. When the gift has implications that could be serious for the Foundation, staff and volunteer leadership may withhold approval of a gift pending a review.

The Community Foundation will not accept a gift that bears with it discrimination based upon race, religion, or sex.

The most useful kind of support for the Community Foundation is unrestricted funds or funds with as few restrictions as possible. Such funds enable the Community Foundation to ensure that the most pressing needs of the entire community and region are adequately met. Thus, unrestricted funds for operating expenses and for unrestricted endowment are the most desirable. Funds designated for the support of a particular field of interest, agency or project are also sought.