

ASSISTANCE LEAGUE® OF WHITTIER

GIFT ACCEPTANCE POLICY

Assistance League of Whittier, a nonprofit 501(c)(3) corporation, solicits current and deferred gifts from individuals, corporations, foundations, and others to fulfill and further the mission of the organization. The following policy governs the acceptance of gifts by Assistance League of Whittier and provides guidance to prospective donors and their advisors when making gifts to Assistance League of Whittier.

Mission Statement

Assistance League of Whittier is a nonprofit volunteer organization which provides philanthropic programs in the Greater Whittier Area.

Protection of Donors

Assistance League of Whittier encourages all prospective donors to seek the assistance of appropriate legal and financial advisors in all matters related to their charitable gifts, including the resulting tax and estate planning consequences of such gifts. Assistance League of Whittier will provide the donor with appropriate acknowledgements of gifts as required of the organization by federal or state law.

General Policy

Assistance League of Whittier will accept unrestricted gifts, and gifts for specific programs and purposes, provided that such gifts are not inconsistent with its stated mission, purposes and priorities. Certain types of gifts will be accepted without review as specified below. All other types of gifts shall be reviewed by the Gift Acceptance Committee prior to acceptance. All final decisions on the acceptance, or refusal, of a gift shall be made by the Board.

Assistance League of Whittier shall not accept gifts that:

1. Violate the terms of Assistance League of Whittier's organizational documents.
2. Would jeopardize Assistance League of Whittier's status as an exempt organization under federal or state law.
3. Are too difficult or expensive to administer.
4. Are for purposes outside Assistance League of Whittier's mission.
5. Could damage the reputation of Assistance League of Whittier.

Gift Acceptance Committee

The Gift Acceptance Committee shall consist of the Executive Committee. The Gift Acceptance Committee is charged with the responsibility of reviewing gifts specified below made to

Assistance League of Whittier, properly screening and accepting those gifts and making recommendations to the Board on gift acceptance issues when appropriate.

Gifts Generally Accepted Without Review

The following types of gifts will generally be accepted by Assistance League of Whittier without review by the Gift Acceptance Committee.

1. **Cash.** Cash gifts are acceptable in any form, including by check, money order, credit card or online.
2. **Marketable Securities.** Unrestricted marketable securities may be transferred electronically to an account maintained by Assistance League of Whittier 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 Assistance League of Whittier's Investment Committee.
3. **Tangible Personal Property.** Tangible personal property will be accepted provided such property is sellable at Assistance League of Whittier's thrift shop or usable in its programs or services. Types of items accepted for resale at the thrift shop are listed on Assistance League of Whittier's website.
4. **Bequests.** Donors and supporters of Assistance League of Whittier are encouraged to make bequests to Assistance League of Whittier under their wills and trusts. The bequests will not be recorded as a gift until the gift is irrevocable.
5. **Life Insurance or Retirement Plan Beneficiary Designations.** Donors and supporters of Assistance League of Whittier are encouraged to name Assistance League of Whittier as beneficiary or contingent beneficiary of their life insurance policies or retirement plans. Such designations shall not be recorded as a gift to the organization until the gift is irrevocable.

Gifts Subject to Review Prior to Acceptance

Certain forms of gifts or donated properties are subject to review by the Gift Acceptance Committee prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

1. **Other Tangible Personal Property.** Gifts of tangible personal property other than specified above.
2. **Real Estate.** All gifts of real estate are subject to review.
3. **Closely-Held or Restricted Marketable Securities.** Gifts of closely-held or restricted marketable securities shall be reviewed.
4. **All Other Types of Gifts.** All other types of gifts not listed above shall be subject to review.

Timing for Receipt of Gifts

Assistance League of Whittier will not accept any gifts without adequate time to perform due diligence on the gift prior to acceptance.

Restrictions on Gifts

Assistance League of Whittier will accept gifts restricted for specific programs and purposes if such gifts are consistent with its stated mission, purposes and priorities. Gifts with nonstandard restrictions and restricted gifts shall be reviewed by the Gift Acceptance Committee prior to acceptance. The organization will not accept gifts subject to restrictions if the restrictions violate the terms of the organization's corporate charter, are too difficult to administer or are for purposes outside the organization's mission.

Use of Legal Counsel

Assistance League of Whittier shall seek the advice of legal counsel in matters relating to the acceptance of gifts when deemed necessary and appropriate.

Review of Gift Acceptance Policy

This policy shall be reviewed annually by the Board of Assistance League of Whittier.

Approved: **March 10, 2014**