girl scouts
of eastern missouri

# GIRL SCOUTS OF EASTERN MISSOURI
# GIFT ACCEPTANCE POLICY

Policy Established:  January 2009
Policy Revised:  April 2015

## Readily Accepted Gifts
**Most gifts are acceptable, and require no further review or action.**

### Cash
All donations by cash or its equivalent (credit/debit cards) may be accepted, payable to Girl Scouts of Eastern Missouri. In some cases, a particular program, project or event may be named as payee. Under no circumstances shall a check or payment be made payable to a staff or volunteer of the Girl Scouts of Eastern Missouri.

### Readily Marketable and Publicly Traded Securities
Readily marketable securities such as those publicly traded may be accepted. Privately held companies or "sub-chapter S" stocks are not accepted.

Donors shall be informed, that upon transfer to the Girl Scouts of Eastern Missouri, the securities will be sold promptly by GSEM.

### Unique Gifts
If a donor approaches the Council about a unique gift, or assets that may not be readily marketable, the Chief Development Officer will present the opportunity to the Fund Development Committee. The Fund Development Committee and, if needed, its financial and/or legal advisors will review and determine if the Council will consider gift acceptance.  Some examples of unique gifts include: art; real estate; airplanes, boats, cars or other vehicles; manuscripts; literary works; family partnership interests; and intellectual property.

If the Fund Development Committee recommends that the gift be accepted, the recommendation is presented to the Board of Directors for final approval and gift acceptance.

### In-kind Gifts
Gifts of materials, products or service may be accepted when the gift can be used by the council within twelve months of the donation.

### Bequests
A donor can make a charitable bequest to the council in a will and/or living trust. A bequest of cash or publicly traded securities is always acceptable. For a bequest involving real estate, the executor, personal representative or trustee may be asked to sell the property and distribute the net proceeds to the council. GSEM may also choose to disclaim the property.

4/16/15: Approved by Fund Development Committee
7/22/15: Approved by Finance Committee
7/29/15: Approved by Board of Directors

## Restrictions
The council reserves the right to refuse any gift that is not consistent with its mission. It may also refuse any gift where acceptance carries stipulations that are not in the best financial interest of the council, such as costs for insurance, display, etc.

## Pledges
Donors may pledge single or multiple installment pledges for gifts of cash or marketable securities. The pledge may not exceed five years. All pledges must be received by the Council in writing, signed by the donor, and specify the pledge amount and payment schedule.

## Board Members
Board members and others involved in cultivating gifts may have conversations with prospective donors; however, any gift beyond those readily accepted by the council must involve a conversation with the CEO or Chief Development Officer (CDO) before a commitment is made to accept and/or consider the gift.

## Miscellaneous
No gift will be accepted if it violates federal, state or municipal law, or if it requires future employment or a volunteer appointment at the Girl Scouts of Eastern Missouri (GSEM) for any specific person or business.

Donor restrictions as to purpose for the gift will be considered for gifts of any size, and requests to permanently restrict the gift will be considered for gifts of $50,000 or more. To the extent possible, the Council will uphold purpose restrictions for gifts of less than $50,000 made through a bequest to Girl Scouts' permanently restricted endowment.

GSEM follows the most current donor bill of rights as set forth by the Association of Fundraising Professionals when accepting a gift.

GSEM does not pay "finder's fees" or commissions to an advisor bringing or referring a gift.

Each prospective donor is urged to seek the advice of independent legal, accounting or other financial counsel in the gift-planning process.