



Gift Acceptance Policy

The Allentown School District Foundation (ASDF) solicits and accepts gifts that are consistent with its mission and that support its core programs, as well as special projects. Donations and other forms of support will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities. Conditions that may deem a gift unacceptable include, but not limited to, prohibitive size and shipping costs, poor condition or proof of ownership.

In the course of its regular fundraising activities, the ASD Foundation may accept donations of money, real property, personal property, stock, and in-kind services.

Because there may be a potential for controversy if certain gifts are accepted, ASDF has adopted the following Gift Acceptance Policy:

When considering whether to solicit or accept gifts, the ASDF will consider the following factors:

- **Compatibility:** Whether there is compatibility between the intent of the donor and ASDF's use of the gift.
- **Consistency:** Is acceptance of the gift consistent with prior practice?
- **Effect on Future Giving:** Will the gift encourage or discourage future gifts?
- **Form of Gift:** Is the gift offered in a form that the ASDF can accept without incurring substantial expense or difficulty?
- **Primary Benefit:** Whether the primary benefit is for the ASDF, rather than for the donor.
- **Public Relationships:** Whether acceptance of the gift may damage the reputation of the ASDF.
- **Values:** Whether the acceptance of the gift compromises any of the core values of ASDF.

All decisions to solicit and/or accept potentially controversial gifts may be made by the Board of Directors in consultation with the Executive Director. The primary consideration will be the impact of the gift on the organization.

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

Use of Legal Counsel

The ASDF may seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel may be appropriate for:

- Gifts of securities that are subject to restrictions or buy-sell agreements.
- Documents naming the ASDF as trustee or requiring the ASDF to act in any fiduciary capacity.
- Gifts requiring the ASDF to assume financial or other obligations.
- Transactions with potential conflicts of interest.
- Gifts of property which may be subject to environmental or other regulatory restrictions.

Restrictions on Gifts

The ASDF will not accept gifts that:

- would result in ASDF violating its corporate charter,
- would result in losing its status as an IRC § 501(c)(3) not-for-profit organization,
- are too difficult or too expensive to administer in relation to their value,
- would result in any unacceptable consequences for the ASDF, or
- are for purposes inconsistent with the ASDF's mission.

Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Board of Directors, in consultation with the Executive Director.

Gifts Generally Accepted Without Review

- *Cash.* Cash gifts are acceptable in any form, including by check, money order or credit card using PayPal at www.asdf.allentownsd.org.
- *Marketable Securities.* Marketable securities may be transferred electronically to an account maintained 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 the ASDF's Investment 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 approved by the Board of Directors.
- *Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans.* Donors are encouraged to make bequests to ASDF under their wills, and to name the ASDF as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.
- *Charitable Remainder Trusts.* The ASDF will accept designation as a remainder beneficiary of charitable remainder trusts.
- *Charitable Lead Trusts.* The ASDF 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:

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 ASDF may be responsible? Is the title/ownership of the property clear?

Life Insurance. The ASDF will accept gifts of life insurance where ASDF 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.

Real Estate. All gifts of real estate are subject to approve by the ASDF Board of Directors. Prior to the acceptance of any gift of real estate, the ASDF shall attain a title search and shall, if appropriate, obtain 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 but are not limited to: Is the property useful for the organization's purposes? Is the property readily marketable? Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property? Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property? Does the environmental review or audit reflect that the property is compromised in any way?

Approved 8/1/19