

## New Beginnings Family and Children's Services, Inc. Donation Policy

This policy is to govern the solicitation and acceptance of gifts by New Beginnings by providing guidance for the Board of Directors, staff and other constituencies with respect to their responsibilities concerning gifts to New Beginnings; and guidance to prospective donors and their professional advisors when making gifts to the agency. The provisions of this Policy shall apply to all gifts received by the New Beginnings. New Beginnings reserves the right to revise or revoke this Policy at any time, and to make exceptions to the Policy.

*Our Mission is to find orphaned and displaced children permanent loving homes by providing quality and compassionate social services through the adoption process and after the child is placed.*

### General Policy

New Beginnings shall not accept gifts that:

- (1) Violate the terms of the Organization's organizational documents;
- (2) Would jeopardize the Organization's status as an exempt organization under federal or state law;
- (3) Are too difficult or expensive to administer;
- (4) Are for purposes that do not further the Organization's objectives; or
- (5) Could damage the reputation of the Organization.

### Donations from Active Clients

Clients are not required or expected to make donation to the direct benefit of the agency as part of the adoption process. New Beginnings does not accept donations over \$999.99 from clients currently in the adoption process and have not finalized the adoption. Information on appeals for donations and donations received are maintained separately from the client file to not influence the adoption decision makers.

In requesting donations, as in our annual holiday drive, we exclude from our mailing list any current families in the adoption process where placement has not yet been completed to avoid any appearance of "pressure" to complete their adoption. Secondly, we do not solicit donations from a family who is in the adoption process, and we have refused any offers of a donation from a family in process made in connection to exerting influence to expedite a process.

Unless instructed or approved by New Beginnings, clients are instructed not to make or offer to make donations to persons, institutions, or officials in the child's country of birth before the placement and immigration of the child.

### Monetary Gifts

Currency: Gifts in the form of cash shall be accepted regardless of amount unless, as in the case of all gifts, there is a question as to whether the donor has sufficient title to the assets; as to whether the donor is mentally competent to legally transfer the funds; or whether the acceptance might in any way compromise the integrity of New Beginnings.

Checks: All checks should be payable to New Beginnings. Checks that are payable to a different name, such as to the appeal, but otherwise to the benefit of New Beginnings, are acceptable as long as they are deposited into New Beginnings. Money order will be treated as checks.

Restricted Monetary Gifts to purchase an item or to the benefit of a cause that has not been approved by New Beginnings will be discouraged. Every effort will be made to provide potential donors with a cause New Beginnings is supporting.

### Board Review

The following gifts are subject to Board Review prior to Acceptance:

Publicly Traded Securities: Securities that are traded on recognized stock exchanges, or other market securities, are acceptable by New Beginnings. The donor will be advised to gift the stocks to New Beginnings via an agreed upon broker. The broker will be advised to immediately sell the stocks and send a check for the proceeds to New Beginnings. The donor will be credited for the full value of the stock on the date the gift is transferred.

Real Property: No gift of real estate shall be accepted without being appraised by a party chosen by New Beginnings who has no business or other relationship to the donor.

Tangible Personal Property: Gifts of personal property are acceptable at the discretion of New Beginnings. Gifts valued more than \$5,000 the donor must pay for an appraisal by an unrelated, qualified appraiser. The appraisal is to be attached to New Beginnings' acknowledgement.

Deferred Gifts: New Beginnings may be named as a beneficiary of a planned gift created without the assistance or awareness of the agency. Gifts through wills (bequests), charitable Remainder Trust, Charitable Gift Annuities and Life Insurance will be actively encouraged by New Beginnings. New Beginnings will not serve as a sole trustee of charitable remainder trust for the sole benefit for the organization. Donors will be encouraged to consult with a planned giving expert.

Consideration of the General Policy: The determination that a gift is not accepted as part of the General Policy stated above is to be decided by the Board of Directors.

#### Fees

New Beginnings will not accept gifts unless the donor is responsible for the fees of independent legal counsel retained by the donor for completing the gift; appraisal fees, environmental audits and title binders (in the case of real property); and all other third-party fees associated with the transfer of the gift to the agency.

#### Legal Counsel

New Beginnings shall seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate.

#### Acknowledgement of Gifts

All gifts received by New Beginnings shall be acknowledged by the Executive Director within four business days of receipt.

#### Confidentiality

New Beginnings may publish a list of donors or inform recipients of donations made to the benefit of a foreign partner. Donors can select to remain anonymous and their identity and information will be kept confidential.