

GIFT ACCEPTANCE POLICY

I. GIFT ACCEPTANCE – GENERAL

The Board of Directors of Support My Club (SMC) reserves the right to accept or reject any gift offered to the organization. Gift Acceptance Guidelines that may determine whether a gift is accepted include, but are not limited to the following:

- 1) Support My Club's ability to carry out the donor's intent;
- 2) Concern about the donor's ability to act in her/his best interests or those of her/his family or heirs;
- 3) Risk of liability to the organization or its members in accepting the gift;
- 4) Any other concerns or issues that accepting the gift may have negative impact on the organization's ability to carry out its mission and protect its assets.

II. DELEGATION OF AUTHORITY TO ACCEPT GIFTS

SMC recognizes that accurate and timely acceptance and processing of gifts is important to both the donor and to the organization. To facilitate this, the Board of Directors relies on the CEO or her designee to assume primary responsibility to ensure the gift process is correct, thorough, timely and in accordance with this policy. The CEO or her designee will coordinate the gift process with the appropriate internal individuals or entities, which may include one or more of the following: Board of Directors, Board Finance Committee, Board Treasurer, COO, Partnership Manager, Accountant. External experts may be consulted for legal, environmental or other advice.

III. RECORDING OF CONTRIBUTIONS

Contributions are recorded at the time of receipt and are considered to be available for unrestricted use unless specifically restricted by the donor. Donor restricted contributions are recorded in the Temporarily Restricted Fund.

IV. RESTRICTED GIFTS

SMC welcomes gifts restricted by donors for purposes within the SMC mission and current strategic and operational plans.

Upon acceptance of a restricted contribution, SMC is legally and ethically bound to use the contribution for the purposes designated by the donor. If the donor directed gift is over \$1000 and the restricted gift is for a club or team not yet registered on the SMC site, a best effort will be made by the SMC team to reach the designated club or team in person or through email. SMC will consult the donor or donor's legal representative should it become clear that the designated purpose of the gift needs to be clarified, expanded or changed to more fully fulfill the mission and goals of SMC.

Contributions that are designated and temporarily or permanently restricted will be managed in accordance with the SMC's financial policies. Donors are advised that SMC will exercise all due diligence to protect and build the corpus of restricted gifts. However, should market volatility result in a decrease of corpus, SMC cannot guarantee replacement of the loss.

V. USE OF FUNDS AS ENDOWMENT FUNDS

SMC welcomes gifts that are to be held for future needs of the organization and for generation of interest income. SMC will maintain such funds within its financial and investment policies.

Donor requests to establish a new fund of an endowment nature (corpus protected by policy and/or by donor restriction) generally require a gift of \$100,000 or more and will be considered on a case-by-case basis by the Board of Directors within the criteria and spirit of the gift acceptance policies.

VI. PLEDGES

SMC welcomes pledges of gifts in recognition that by doing so, donors are enabled to make gifts that are larger than gifts made in one immediate installment. Pledges also help SMC in forecasting contributed revenue in future years. The maximum pledge period is three (3) years. Exceptions to this are subject to special consideration by the CEO or their designee.

SMC will accept gifts for donors wishing to create a "credit account" of which they will purchase items from for students. Such donor credit accounts must be spent by the end of the organization's fiscal year. Any remaining balance will be transferred to the unrestricted funds account to be spent in the following fiscal year at the CEO's discretion according to agency needs.

To ensure that donors receive full recognition for gifts made by pledging and in accordance with IRS and accounting standards, pledges are recognized at the total amount pledged on the date they are received by SMC.

VII. GIFTS OF NON-CASH ASSETS

Non-Cash Assets

Types of gift assets that may be acceptable to SMC include gifts of tangible personal property, event tickets, airline miles, stocks, real estate, and other assets of value. All non-cash assets will be considered on a case-by-case basis by the Board of Directors within the criteria and spirit of the gift acceptance policies.

Gift Valuation

The donor is responsible for determining the value of a non-cash gift. Generally, SMC will rely on the donor's word as to the value of a gift for purposes of gift recognition. Valuation of a gift for purposes of the donor's taxes is the responsibility of the donor.

Generally, appraisals are the responsibility of the donor. SMC reserves the right to obtain and pay for an additional appraisal if it determines that it is prudent to do so.

VIII. DONOR RECOGNITION

General

Donor recognition is the way in which SMC publicly recognizes the generosity and commitment of people and organizations who give charitable gifts to the SMC. Donor recognition is a discretionary practice of SMC and should not be confused with gift acknowledgement. Gift acknowledgement is always conducted in compliance with laws and accounting standards.

Donor recognition is an important element of SMC's fund development program. SMC will develop ways and means of donor recognition that effectively honors donors and encourages others to follow their philanthropic example.

SMC will make every effort to learn and adhere to the wishes of donors related to sharing or publishing contributions. Donors may elect to remain anonymous and, in this case, all information about their gift will be held in confidence.

SMC encourages donors to make gifts in honor or in memory of people in their lives who share their commitment to SMC. Such gifts will be acknowledged to the donor and special acknowledgement sent to the honoree or the deceased's family/friends, per the donor's wishes.

Gifts of Non-Cash Assets

Securities are recognized at closing value on date of receipt. Costs incurred by the council to sell the securities will not be deducted from the recognized value of the gift.

Real property or other non-cash tangible assets are recognized at appraised value, when available and appropriate. To the greatest extent possible, gifts will be recognized at the appropriate value of the gift on the date of acceptance.

VIII. DONOR CONFIDENTIALITY

SMC recognizes that donor and prospective donor records often contain sensitive information. Donor and prospect records are developed and maintained by the CEO and her/his designee. "Records" means all files, including electronic data, containing information on donors or prospective donors to SMC.

The CEO or her/his designee is responsible for maintaining the confidentiality of donor

and prospect records and will ensure that staff have clear direction regarding the confidentiality of records through publication and implementation of this policy. She/he may, in her/his discretion, make all or part of any record available to staff members or volunteers if essential to them in executing their responsibilities. Disclosure decisions will honor the wishes of donors, unless a larger legal issue is related.

To carry out its responsibilities, the Board of Directors may need to review donor/prospect records. All directors shall respect SMC's significant interest in protecting the sensitive nature of those records and shall adhere to this policy for donor confidentiality.

SMC's auditors are authorized to review donor and prospect records as require for the purposes for which they are engaged.

The names of donors may be listed in SMC's publications, such as, annual report, newsletters, or similar public relations communications. Exceptions will be made for any donor who specifically requests anonymity.

The names of donors of memorial or honor gifts may be released to the honoree, next of kin, or appropriate member of the immediate family, unless otherwise specified by the donor. Honor/memorial gifts may be listed in SMC's annual report, newsletters, or similar public relations communications. Exceptions will be made for any donor who specifically requests anonymity.

The CEO or her/his designee is authorized to accept anonymous gifts to SMC. In the event the CEO is uncertain about the desirability of accepting an anonymous gift, she/he will consult with the Executive Committee of the Board of Directors.

The CEO shall disclose to the Executive Committee of the Board of Directors, upon a request by a majority of the members of the Executive Committee, the names of any anonymous donors.

X. LEGAL AND TAX COUNSEL

As the recipient of charitable gifts, SMC does not act as legal representative for the donor in any transaction. It is the recommendation of SMC that donors have legal counsel representing her/him in most planned and outright gift transactions of non-cash assets of significant value. Legal counsel representing the donor should review and approve the language of any document and the viability of the planned gift design within the context of the donor's financial and estate plans.

SMC may elect to employ outside legal counsel when appropriate to provide assistance in the acquisition of certain gifts.