

## Camp Quest, Inc. Gift Acceptance Policy

Camp Quest, Inc. solicits and accepts gifts for purposes that will help the organization further and fulfill its mission. Camp Quest, Inc. 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 Camp Quest, Inc. for the benefit of any of its operations, programs or services.

**Purpose of Policies and Procedures** — The purpose of this document is to set forth the criteria that Camp Quest, Inc., its Board of Directors, Executive Committee, Development Committee, and Executive Director use to determine that a proposed gift is acceptable and to inform prospective donors and their advisors of the types of gifts Camp Quest, Inc. accepts. While these guidelines establish best practices, they are designed to provide flexibility as directed by the Board of Directors.

**Use of Legal Counsel** — Camp Quest, Inc. will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- A. Gifts of securities that are subject to restrictions or buy-sell agreements.
- B. Documents naming Camp Quest, Inc. as trustee or requiring Camp Quest, Inc. to act in any fiduciary capacity.
- C. Gifts requiring Camp Quest, Inc. to assume financial or other obligations.
- D. Transactions with potential conflicts of interest.
- E. Gifts of property which may be subject to environmental or other regulatory restrictions.

**Communications with Donors** — Camp Quest, Inc. holds all communications with donors and information concerning donors and prospective donors in strict confidence, subject to legally authorized and enforceable requests for information by government agencies and courts. All other requests for or releases of information concerning a donor or a prospective donor will be granted only if permission is first obtained from the donor. Camp Quest, Inc. endorses the the *Donor Bill of Rights* promulgated by the Association of Fundraising Professionals (attached as Appendix A).

**Conflict of Interest** — Camp Quest, Inc. does not provide personal legal, financial or other professional advice to donors or prospective donors. Donors and prospective donors are strongly urged to seek the assistance of their own professional advisors in matters relating to their gifts and the resulting tax and estate planning consequences.

**Restrictions on Gifts** — Camp Quest, Inc. will not accept gifts that (a) would result in Camp Quest, Inc. violating its corporate charter or bylaws, (b) would result in Camp Quest, Inc. losing its status as an IRC § 501(c)(3) not-for-profit organization, (c) are too difficult or too expensive to administer in relation to their value, (d) would result in any unacceptable consequences for Camp Quest, Inc., or (e) are for purposes outside Camp Quest, Inc.'s mission. Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Executive Director. The Executive Director will report all restricted fund gifts to the Board of Directors.

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### Gifts Generally Accepted Without Review

*Cash.* Cash gifts are acceptable in any form, including by check, money order, credit card, or on-line. Donors wishing to make a gift by credit card must provide the card type (e.g., Visa, MasterCard, American Express), card number, expiration date, and name of the cardholder as it appears on the credit card.

*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 Camp Quest, Inc.'s Board of Directors. 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 made by the Executive Director.

*Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans.* Donors are encouraged to make bequests to Camp Quest, Inc. under their wills, and to name Camp Quest, Inc. as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.

*Charitable Remainder Trusts.* Camp Quest, Inc. will accept designation as a remainder beneficiary of charitable remainder trusts.

*Charitable Lead Trusts.* Camp Quest, Inc. 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 Director 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 the organization may be responsible? Is the title/provenance of the property clear?

*Life Insurance.* Camp Quest, Inc. will accept gifts of life insurance where Camp Quest, Inc. 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 review by the Executive Director. Prior to acceptance of any gift of real estate other than a personal residence, Camp Quest, Inc. shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a

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potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit. Criteria for acceptance of gifts of real estate include: 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 damaged or otherwise requires remediation?

### Miscellaneous

- A. Securing appraisals and legal fees for gifts to Camp Quest, Inc.: It will be the responsibility of the donor to secure an appraisal (where required) and the advice of independent legal, financial or other professional advisers as needed for all gifts made to Camp Quest, Inc.
- B. Valuation of in-kind gifts for development purposes: Camp Quest, Inc. will record an in-kind gift and its fair market valuation as provided by the donor for acknowledgement purposes on the date of receipt.
- C. Responsibility for IRS Filings upon sale of gift items: The Treasurer is responsible for filing IRS Form 8282 upon the sale or disposition of any non-marketable asset sold within three years of receipt by Camp Quest, Inc. when the charitable deduction value of the item is more than \$5,000. Camp Quest, Inc. must file this form within 125 days of the date of sale or disposition of the asset.
- D. Acknowledgement of all gifts made to Camp Quest, Inc. and compliance with the current IRS requirements in acknowledgement of such gifts is the responsibility of the Executive Director or their designee.

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### APPENDIX A

The *Donor Bill of Rights* was created by the American Association of Fund Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), the Association of Fundraising Professionals (AFP), and the Council for Advancement and Support of Education (CASE). It has been endorsed by numerous organizations.

#### ***The Donor Bill of Rights***

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

I. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.

II. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.

III. To have access to the organization's most recent financial statements.

IV. To be assured their gifts will be used for the purposes for which they were given.

V. To receive appropriate acknowledgement and recognition.

VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.

VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.