



The Doe Fund Gift Acceptance Policy

The Doe Fund solicits and accepts gifts for the purposes that will help the organization further and fulfill its mission. The Doe Fund urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including resulting tax and estate planning consequences. The following policies and guidelines govern acceptance of gifts made to The Doe Fund for the benefit of any of its operations, programs, or services.

Use of Legal Counsel – The Doe Fund will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

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

Restrictions on Gifts – The Doe Fund will not accept gifts that (a) would result in The Doe Fund violating its corporate charter, (b) would result in The Doe Fund 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 The Doe Fund, or (e) are for purposes outside The Doe Fund's mission. Decisions on the restrictive nature of a gift, and its acceptable refusal, shall be made by the Executive Staff, in consultation with the Chief Financial Officer and Development staff.

Gifts Generally Accepted Without Review –

- *Cash.* Cash gifts are acceptable in any form, including by check, money order, credit card, or online. Donors wishing to make gifts by credit card must provide the card number, expiration date, card security code, name of the card holder, billing address, and an acceptable email address. Credit card information will be deleted immediately after the donation has been processed.
- *Marketable Securities.* Marketable Securities, including crypto-currencies, may be transferred 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 Doe Fund's Finance Department. In some cases, marketable securities may be restricted, 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 Finance Department.
- *Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans.* Donors are encouraged to make bequests to The Doe Fund under their wills, and to name The Doe Fund as the beneficiary under trusts, life insurance policies, commercial annuities, and retirement plans.



- *Charitable Remainder Trusts.* The Doe Fund will accept designation as a remainder beneficiary of charitable remainder trusts.
- *Charitable Lead Trusts.* The Doe Fund 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 review include, but are not limited to:

- *Grants from Foundations.* Grants with restrictions will be reviewed by both the Development, and Finance Departments with consultation from programmatic staff to properly determine grant use and benefit while ensuring proper spending according to Grantee Agreement.
- *Tangible Personal Property.* The Development Department 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?
- *Gifts in Kind.* The Doe Fund and the Development Team will accept Gifts in Kind based on the following criteria: business/professional attire that is in new or like-new condition. Clothing must either be never worn or properly dry-cleaned before acceptance. Items of accepted clothing include button down shirts, trousers, suits, belts, and/or ties. The Doe Fund's Development Team will only accept footwear that has never been worn or used. The Doe Fund will not accept clothing of the following nature: undergarments, interior clothing items, any accessories not listed in accepted clothing, ie: hats, jewelry, etc. Any wholesale gifts of brand new clothing items will be subject to review by the Development Department. Personal property considered to be Gifts in Kind that will also not be accepted by The Doe Fund include, but are not limited to, furniture, bicycles, mattresses, bedding, home goods, etc. All items are to be received and documented by staff representing The Doe Fund through completed Gift in Kind Forms.
- *Life Insurance.* The Doe Fund will accept gifts of life insurance where The Doe Fund is named as both beneficiary and irrevocable owner of the life insurance policy. The donor must agree to pay, before due, any future premiums owing to the policy.
- *Real Estate.* All gifts of real estate are subject to review by the Finance Department in coordination with the Department for Real Estate Development. Prior to acceptance of any gift of real estate other than a personal residence, The Doe Fund shall require 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 a gift 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?