

WICHITA CHILDREN'S HOME
Policies, Practices & Procedure Manual

Issued: April 2022

NAME: **Gift Acceptance**

SCOPE: All Employees and Donors

POLICY: Wichita Children's Home (WCH) solicits and accepts gifts for purposes that will help the organization further and fulfill its mission. WCH 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. WCH adheres to the Donor Bill of Rights.

PURPOSE: It is the purpose of these policies and guidelines to govern the acceptance of gifts by WCH and to provide guidance to prospective donors and their advisors when making gifts to WCH. The provisions of these policies shall apply to all gifts received by WCH for any of its operations, programs, or services.

PROCEDURES:

Use of Legal Counsel: WCH shall seek the advice of legal counsel in matters relating to acceptance of gifts where appropriate. Review by counsel is recommended for:

- Closely held stock transfers
- Documents naming WCH as trustee or requiring WCH to act in any fiduciary capacity
- All gifts involving contracts, such as bargain sales or other documents requiring WCH to assume an obligation
- All transactions with potential conflict of interest or that may invoke IRS sanctions
- Gifts of property that may be subject to environmental or other regulatory restrictions
- Other instances in which use of counsel is deemed appropriate by the gift acceptance committee

Restrictions on Gifts: WCH will *not* accept gifts that:

- a. Would result in WCH violating its corporate charter,
- b. Would result in WCH 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 WCH, or
- e. Are for purposes outside WCH's mission, purposes, and priorities.

Decisions on the restrictive nature of a gift and its acceptance or refusal shall be made by the gift acceptance committee.

The Gift Acceptance Committee: The gift acceptance committee shall consist of:

- The WCH Board of Trustees President
- The WCH Board of Trustees Treasurer
- The WCH Board of Trustees Development Chair or Co-Chairs
- Such other members as appointed by the CEO
- Ex-Officio members include the WCH CEO, Controller, and Development Officer

The gift acceptance committee is charged with the responsibility of reviewing gifts made to WCH, properly screening and accepting those gifts, and making determinations on gift acceptance issues where appropriate. The committee will consider the following questions when reviewing gifts:

- Does the gift further fulfillment of the WCH mission?
- Will the gift generate any undesirable consequences for WCH?
- Are there restrictions that would prevent WCH from converting the gift to cash?
- Is the gift marketable?
- Are there any undue restrictions on the use of the gift?
- Are there any carrying costs or expenses WCH will endure from the gift?
- Will the form of gift create undue difficulty for WCH?

TYPES OF GIFTS:

Gifts Generally Accepted Without Review:

- Cash
- Donor advised funds
- Appreciated securities
- Cryptocurrency
- Life insurance policies or beneficiary designations
- Charitable remainder trusts
- Charitable lead trusts
- Retirement plan beneficiary designations
- IRA charitable rollover
- Bequests (please note the gift types that are subject to prior review)
- Tangible personal property (may be subject to prior review)

Gifts Accepted Subject to Prior Review:

- Charitable gift annuities
- Real estate
- Remainder interests in property

- Oil, gas, and mineral interests
- Collections and coins

The following criteria govern the acceptance:

- **Cash:** Cash is acceptable in any form. Online donations may be made at www.wch.org. Checks shall be made payable to the Wichita Children’s Home and delivered to 7271 E 37th St N, Wichita, KS 67226.
- **Publicly traded securities:** Marketable securities may be transferred to an account maintained at one or more brokerage firms. As a general rule, all marketable securities shall be sold upon receipt unless otherwise directed by the WCH Finance Committee.
- **Closely held securities:** Closely held securities may be accepted subject to the approval of the WCH gift acceptance committee. Every effort will be made to sell non-marketable securities as quickly as possible.
- **Cryptocurrency:** Cryptocurrency donations may be made at www.wch.org and will be received, documented, and converted to cash donations by a third party processor.
- **Life insurance:** WCH must be named as both beneficiary and irrevocable owner of an insurance policy before a life insurance policy can be recorded as a gift. If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, WCH may surrender the policy for its current cash value.
- **Trusts:** WCH will not accept appointment as a trustee.
- **Retirement beneficiary designation, bequests, and life insurance beneficiary designations:** Gifts shall not be recorded as gifts until such time as the gift is irrevocable.

MISCELLANEOUS PROVISIONS:

- **Securing appraisals and legal fees for gifts to WCH:** It shall be the responsibility of the *donor* to secure an appraisal (where required) and independent legal counsel for all gifts made to WCH.
- **Valuation of gifts for development purposes:** WCH shall record a gift received at its valuation for gift purposes on the date of gift.
- **For gifts requiring documentation of acceptance:** At its meeting on May 24, 2022, the WCH Board of Trustees authorized the WCH CEO, Controller, Development Officer and Board President to sign and fulfill required gift acceptance documents (pertaining to bequests, grants, stock transfers, and the like) unless the gift qualifies for review from the gift acceptance committee.

DONOR PRIVACY: All information concerning donors or prospective donors (including their names, addresses, email addresses, telephone numbers, and the names of their beneficiaries) shall be kept strictly confidential by WCH, its staff, and volunteers, unless

permission is obtained from donors to release such information. (Note: Donations greater than or equal to \$5,000 must be reported to the IRS through the WCH's annual 990 form. However, donors who have given gifts of \$5,000 and above will not be listed on the public disclosure copy of the 990 form.)

CHANGES TO POLICIES: The gift acceptance committee of WCH must approve any changes to or deviations from these policies.