

# OREGON ADULT SOCCER ASSOCIATION, INC. GIFT ACCEPTANCE POLICY

## Classification of Gifts

### *Unrestricted Gifts*

Absence of donor restrictions results in any gift as unrestricted. The only limits on the use of unrestricted gifts are the broad limits resulting from the mission of OASA, Inc. (“OASA”).

### *Restricted Gifts*

A gift designated for a specific purpose by the donor will be classified as restricted and may be used only for the purposes indicated. Contributions with donor-imposed restrictions will be reported as restricted support. Permanently restricted funds will consist primarily of amounts restricted by donors as permanent endowment. The donor ordinarily specifies that such amounts must be reinvested to provide a permanent source of income for a particular use.

Temporarily restricted funds will consist of gifts with donor restrictions that expire through passage of time when OASA takes specified actions, such as:

- Support of a particular operating function of OASA; e.g., provision of service or payment of a salary.
- Purchase of long-lived assets by OASA.
- Investment for a specified term, usually called a term endowment.
- Use in a specified future period. A donor may specify a conditioned use for a gift over a specified, limited period of time. A donor may also transfer a gift of securities to the OASA through a charitable lead trust for a specified period of time.

Gifts with stipulations that they be invested to provide a source of income for a specified time and that the income be used for a specified purpose are both time and purpose restricted. Unmatured annuity and life income funds also fall into this category.

### *Other Gifts*

Commemorative gifts may be received in the form of “in memory of” or “in honor of” from any source. Unless the donor specifies their use, they will be considered unrestricted gifts.

### *Recording Gifts on Financial Statements*

In recognition of the Treasurer’s responsibility for preparation of financial statements, staff will provide sufficient detail about each gift or pledge to facilitate classification in various asset and other categories.

## **Types of Assets Accepted**

The listing of the types of assets accepted should not be construed to mean that OASA must accept that type of asset at any given time. If a gift of a type is offered, then acceptance shall be evaluated according to these guidelines.

### ***A. Cash***

Checks should be made payable to OASA rather than to a committee or an individual who represents the OASA. An outright gift of cash will be recognized at face value.

### ***B. Publicly Traded Securities***

OASA will accept readily marketable securities, such as those traded on a stock exchange. The Board of Directors or OASA 's investment advisors will manage all gifts of publicly traded securities. For gift crediting and accounting purposes, the value of the securities will be the average of the high and low on the date of the transfer to OASA.

### ***C. Closely Held Securities***

Non-publicly traded securities may be accepted after consultation with the Board of Directors. A "qualified" appraiser must determine the fair market value of the securities. Prior to acceptance, OASA will explore methods of immediate liquidation of the securities through redemption or sale. No commitment for repurchase or sale of closely held securities should be made prior to completion of the gift of the securities, as the transaction might be viewed by the IRS as a sale rather than a gift, with adverse tax consequences for the donor.

### ***D. Real Estate***

The Board of Directors should review gifts of real estate before acceptance, following recommendation of staff. The donor should be responsible for obtaining and paying for an appraisal of the fair market value and an environmental (phase 1) audit of the property. Prior to presentation to the Board of Directors, a member of the staff and/or Executive Committee must conduct a visual inspection of the property. If the property is located in a geographically isolated area, a local real estate broker can substitute for a member of the staff in conducting the visual inspection. Property that is encumbered by a mortgage should not, in most cases, be accepted.

### ***E. Gifts Resulting in UBI***

The Board of Directors should review gifts that may result in Unrelated Business Income (UBI) before acceptance, following recommendation of the Operations Director. The Board of Directors has the right to choose to accept a gift that may result in UBI, subject to payment of any taxes and filing of appropriate tax reporting forms.

### ***F. Life Insurance***

OASA should accept a life insurance policy as a gift only when it is named as the owner and beneficiary of the policy, unless authorized otherwise by the Board of Directors. In those cases in which OASA is the beneficiary but not the owner, it will not be considered a gift until the death of the insured.

### ***G. Tangible Personal Property***

Gifts of tangible personal property should have a use related to OASA's tax-exempt purpose. Staff, in consultation with the Board of Directors, may accept gifts of tangible personal property. Such gifts shall be used by or sold for the benefit of OASA, subject to all IRS requirements in connection with disposing of gifts of tangible personal property and filing of appropriate tax reporting forms.

### ***H. Charitable Gift Annuities***

OASA will pay annuity rates as currently suggested by the American Council on Gift Annuities. There shall be no more than two beneficiaries for a charitable gift annuity. The minimum gift accepted to establish a charitable gift annuity is \$10,000. No income beneficiary for a charitable gift annuity shall be younger than 70 years of age, unless specifically approved otherwise by the Board of Directors.

### ***I. Deferred Gift Annuities***

There will be no more than two beneficiaries for a deferred gift annuity. The minimum gift accepted to establish a deferred gift annuity is \$10,000. No income beneficiary for a deferred gift annuity shall be younger than 50 years of age, unless specifically approved by the Board of Directors.

### ***J. Charitable Lead and Charitable Remainder Trusts***

OASA does not normally act as trustee for charitable lead or remainder trusts, and recommends that a bank trust department should perform the administration of these trusts or other trustee selected by the donor. If OASA agrees to act as the trustee, a minimum of \$50,000 will be required to establish the trust. In most cases, all costs associated with the creation and ongoing administration of a charitable remainder trust shall be borne by the donor or the trust itself.

### ***K. Bequests***

Unrestricted bequests will be deposited into the OASA's general fund unless directed otherwise by the Board of Directors. Restricted bequests will be honored or rejected in a manner consistent with aforementioned guidelines on restricted gifts. OASA should refuse to accept (disclaim) any bequest that might prove to be more of a cost than a benefit.

### ***L. Pledges***

Staff is authorized to accept gift pledges. A pledge is a promise to make a gift of cash or other assets. A transaction is classified as a major gift pledge if the donor has announced the pledge publicly or a gift agreement has been signed by both the donor and President of OASA specifying the amount of the pledge, a payment schedule and any restrictions on the use of the gift. OASA reserves the right to decline a pledge that is not consistent with the mission or needs of OASA.

## **Donor Rights**

OASA's relationships with donors and prospective donors will be guided by "A Donor Bill of Rights", which was developed by the National Society of Fund Raising Executives (NSFRE), American Association of Fund Raising Counsel (AAFRC) and Council for Advancement and Support of Education (CASE), and has been endorsed by the National Committee on Planned Giving (NCPG) and other national organizations.

### ***A. 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 assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

1. 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.
2. 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.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgment and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers."

### ***B. Donor Priorities***

OASA will honor a donor's wishes regarding use of a contribution. However:

- OASA reserves the right to decline a gift that does not fall within the parameters of its stated mission or has restrictions which may prove unduly burdensome or which otherwise may not be in the best interests of OASA.
- Formal gift solicitations and related communications with prospects will encourage them to consider unrestricted contributions or gifts targeted to OASA priorities.