



SIG TAU

FOUNDATION

Policy Manual

Sigma Tau Gamma Foundation, Inc.
Board of Trustees

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Sigma Tau Gamma Foundation, Inc.
Board of Trustees Policy

Title: GIFT ACCEPTANCE POLICY
Enacted: February 10, 2018
Number: 04.01

The Foundation accepts gifts to help further and fulfill its purpose. The following policies and guidelines govern acceptance of gifts for the benefit of its programs. For guidelines governing Gifts-in-Kind, see Policy 04.02.

1. The Foundation shall seek the advice of legal or tax counsel in matters relating to acceptance of gifts where appropriate.
2. All communications with donors, and information concerning donors and prospective donors should be held in strict confidence by the Foundation, 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 honored or allowed only if permission is obtained from the donor prior to the release of such information. Notwithstanding the above, the Foundation may publicly recognize a donor for their gift and note their recognition level. A donor may opt out of participation in the gift recognition program by providing notice in writing or electronically to the Chief Executive Officer at the time the gift is made.
3. All prospective large donors should be urged to seek the assistance of legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences.
4. All prospective donors will be informed that in making a gift to the Foundation, they give up all right, title, and interest to the assets contributed; and that the Board of Trustees has variance power with respect to any gift.
5. Restrictions on Non-Cash Gifts: The Executive Committee and the CEO have the obligation to review the appropriateness, market value, carrying costs and potential liabilities associated with potential non-cash gifts to the Foundation prior to acceptance. The Executive Committee shall have the right not to accept a gift, or to

accept a gift based on stated conditions or representations from the donor, or to reject all or a portion of such gifts and/or immediately to sell or dispose of such gifts in the best interest of the Foundation.

6. The Foundation will not accept gifts:

- a. That are too restrictive in purpose, which are defined as those that violate the Foundation's governing documents and policies, gifts that are too difficult to administer, and gifts for uses outside the purpose of the Foundation;
- b. That are directly or indirectly restricted by a donor through a material restriction or condition that prevents the Foundation from freely and effectively employing the transferred assets, or the income derived therefrom, in furtherance of its tax-exempt purposes; and
- c. That jeopardize its tax-exempt status and reserves the right to decline any gift that it believes is not in the best interest of the Foundation. All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made according to the Gift Approval Process of the Foundation.

7. Acceptable gifts:

- a. Cash and Cash Equivalents: Cash is acceptable in any form. Checks should be made payable to the Sigma Tau Gamma Foundation, Inc. and be delivered to the Foundation's administrative offices. Cash equivalents include certificates of deposit or other assets readily converted to a stable, determinable cash value.
- b. Securities (marketable or non-marketable): Marketable securities shall be valued at the trading mid-point on the day of transfer.
- c. Real Estate.
- d. Remainder Interests in Property.
- e. Oil, Gas, and Mineral Interests.
- f. Tangible Personal Property.
- g. Bargain Sales.
- h. Royalties, Distribution Rights.
- i. Bequests.
- j. Charitable Gift Annuities.

- k. Charitable Remainder Trusts.
 - l. Charitable Lead Trusts.
 - m. Retirement Plan Beneficiary Designations.
 - n. Life Insurance (see Section 8 below).
 - o. Matching gifts: When the Foundation receives a gift from an organization which is matching the gift of another donor, the matching gift, unless specified in writing or electronically at or before the date of the matching donation, will be deemed to be specified for the same purpose as the original donation.
8. Acceptance of life insurance:
- a. When the Foundation receives ownership of a life insurance policy, it shall record as an asset the accumulated cash value of that policy and credit the donor for a gift of that amount, provided that:
 - i. If the life insurance policy is fully paid, the donor shall receive credit for the amount of the face value or cash value, whichever is greater, and the Foundation may, at its option, either cash in the policy or retain it as an investment.
 - ii. If the life insurance policy is not fully paid, the Foundation shall immediately cash in the policy for its accumulated cash value unless the donor continues to pay the premiums on the policy, in which case the donor shall receive credit for the full amount of premiums paid while the Foundation is owner of the policy, and the Foundation shall hold the policy as an investment until the policy is paid in full or the donor discontinues making the premium payments.
 - b. If the Foundation does not receive ownership of the policy, but rather is named as the beneficiary of a policy owned by the donor, the Foundation shall not record the policy as an asset and shall not give any specific dollar value credit for the gift, but shall recognize the donor as a member of the Hembree Guild of planned gift supporters of the Foundation.
9. The Foundation shall record a gift received at its fair market value for gift purposes on the date of gift.
10. Gifts made to the Foundation will be acknowledged in compliance with the current

IRS requirements. Acknowledgement of such gifts shall be the responsibility of the CEO. Such acknowledgment shall memorialize the Foundation's understanding of restrictions, if any, and then state the organization's policy about restricted gifts contained in these policies.