

AWSOM Gift Acceptance and Acknowledgment Guidelines

Introduction:

AWSOM has established written guidelines and procedures effective _____ (date) for all aspects of processing donations including accounting, recording, and acknowledgment to further the mission of AWSOM and will comply with all Internal Revenue Services (IRS) reporting regulations.

Guidelines:

AWSOM will solicit gifts from individuals, foundations, corporations, companies, businesses, and organizations in a manner consistent with ethical fund raisings practices and *A Donor Bill of Rights*.

General Guidelines:

AWSOM may take the form of one or a combination of the following:

- Cash
- Pledges
- Grants
- Marketable Securities
- Personal Property
- Planned Gift Instruments (not limited to bequests, retirement plans, limited partnerships, life insurance, irrevocable trusts, annuities, real estate)

It is general practice that donors/potential donors will be asked for gifts several times a year, unless the donor requests the minimum number of contacts, preferably only one contact per annum. Donors will be asked to consider increased gifts or make commitments in addition to their annual gifts for specific campaigns or projects.

All gifts (cash or appropriate paperwork) for any program or facility of AWSOM shall be sent to the Treasurer for processing.

No funds shall be solicited for or received on behalf of the AWSOM facility or programs without conferring with and receiving authorization from AWSOM

Matching Gifts:

Matching gifts are made by the employer to match gifts made by their employees to AWSOM. Such gifts shall be handled in the following manner:

The gifts shall be credited to the individual donor in the determining levels of recognition for that donor. For example, a donor who makes a gift of \$250 that is matched by the donor's employer with same amount shall be considered a 500.00

donation. The matching gift will be noted in the donor's record and a letter of thanks shall be sent to the donor acknowledging receipt of the gift.

Matching gifts shall also be credited to the employer that provides the gifts. They will be credited at face value. The gift shall be noted in the employer's record and a letter of thanks shall be set to the employer's giving officer.

Memorial and Honor Gifts:

Because AWSOM recognizes the value and meaning of memorial and honor gifts, regardless of size, will be recognized as close to the receipt of the gift as possible if and when all necessary contact information is received.

Gifts In Kind

Friends of AWSOM shall be encouraged to make gifts-in-kind. Donor of the in-kind gift will establish value of the given gift. Such gifts shall include, but not be limited to:

- Office equipment
- Supplies and Products
- Services
- Furnishings
- Food or supplies for special events

Gifts of kind shall be valued by the owner.

All gifts of 5,000.00 or more shall be accompanied by a written appraisal from the donor and performed by an independent and qualified appraiser. All applicable IRS Forms (8282 and 8283) shall be appropriately completed, filed and distributed.

Gift in kind acknowledgments shall be sent a thank you for your gift (list item(s))

Adopted on : June 13, 2017
Date