



Gift Acceptance and Designated Donations Policy

- Summary:** As a registered 501(c)3 charitable organization, the High Plains Library District Friends & Foundation (The Foundation) is committed to a diversified funding base, including charitable contributions that will further its mission. The Foundation, in soliciting or accepting gifts, will maintain and utilize procedures to ensure best practices relative to acceptance and stewardship of gifts, donor communications and acknowledgement.
- Policy:** The Foundation’s policy is to accept unrestricted gifts and gifts restricted for specific programs or services, in the form of cash, stocks, deferred or appreciated property on behalf of the High Plains Library District and its Foundation.
- Legal Authority:** Tax limitations by local entities, foundations, and individuals often dictate contribution of such goods to a 501(c)3 organization, and therefore most gifts to the District and Foundation will be directed to the 501(c)3 entity.
- Purpose:** Support the work of the District in its endeavors to sustain and create literacy programs, collection development, technology upgrades and capital improvements for our libraries.
- Scope:** Contributions may be received for all programs and services of the Foundation and District as well as to support its endowment and general fund to enhance long-term financial sustainability.
- Definition:** Gift – any contribution of cash, equipment, stocks, property, or in-kind services shall be considered a gift.
- Acceptance:** The Executive Director and Foundation Director have authority to accept all standard cash, equipment and in-kind services on behalf of the Foundation. Unusual opportunities for donation, stock, property or planned gifts will be considered by the Foundation Board of Directors, Finance Committee and/or

District Finance Director to ensure the gift is in the best interest of the organization. The Foundation's policy is that gifts of stock will be sold as soon as feasibly possible. The Foundation Board of Directors, Finance Committee, District Executive Director, Foundation Director and/or District Finance Director has the right to accept or refuse any gift on behalf of the Foundation.

Allowable Gift Acceptance Locations:

Staff may accept gifts from donors in person. However, staff and donor safety is a priority. Staff may accept gifts from donors at: High Plains Library District properties, the donor's business, or a public space. Staff may not accept gifts from donors at the donor's home or at a friend or family member's home. Staff will report the gift to the HPLD Friends & Foundation for tax and gift acceptance purposes in accordance with HPLD Friends & Foundation procedures.

Donor Acknowledgement:

All gifts, grants and sponsorships shall be acknowledged in a timely manner of receipt by the Foundation. There will be clear indication as to whether the donation was designated or undesignated. Acknowledgement letters to donors for cash gifts over \$250.00 shall include the amount of the gift, the designated purpose for which the contribution was made, use of any earned income as a result of the gift, fair market value received in relation to the gift and a statement as to the tax deductibility, if any. If appropriate, the acknowledgement will reference any special recognition that may apply to the gift.

Designated Donations Procedure:

Designated use funds will be maintained and administered by the High Plains Library District Friends & Foundation according to the policies and procedures of the organization (Spending Policy, etc.). Donors wishing to place restrictions on or assign designated uses to gifts may do so under certain conditions, namely:

- a) The restriction must be one considered compatible with the overall missions of HPLD & the HPLD Friends & Foundation.
- b) The restriction shall not impede the ability of HPLD to acquire gifts from other sources.
- c) The restriction shall not place undue burden upon HPLD resources.
- d) The restriction shall not subject HPLD to adverse publicity.

Designated funds must be processed through the Foundation for proper recording, tracking, acknowledgement and auditing purposes. At any time the Foundation may ask for documentation and/or information to support all expenses related to the designated gift. This information and documentation will be used for auditing purposes.