SOWELA FOUNDATION
Gift Acceptance Policy

Authority: Foundation Board Action Policy # SF-2015-2

Original Adoption: ___________ Effective Date: ___________ Last Revision: ___________

1. Unrestricted, outright gifts of cash, check, credit card, and publicly traded securities do not require approval. Routine gifts are accepted and administered through the office of the Executive Director of Institutional Advancement under the direction of the SOWELA Technical Community College (College) Chancellor. Final authority to accept routine gifts lies with the Foundation Board.

2. Gifts will only be accepted where there is charitable intent on the part of the donor. The Foundation is unable to accept gifts that are overly restrictive in purpose. The most desirable gifts are those with the least restrictions, as unrestricted funds allow the organization to address its most pressing needs. Unless the board grants a specific exception, the Foundation will not accept any gifts that:

   • Contain a condition that requires any action on the part of the organization that is unacceptable to administration.
   
   • Contain a condition that the proceeds will be spent by the organization for the personal benefit of a named individual or individuals.
   
   • Require the organization and its administration to employ a specified person now or at a future date.
   
   • Inhibit the organization from seeking gifts from other donors.
   
   • Expose the organization to adverse publicity, litigation, or other liabilities.
   
   • Require undue expenditures, or involve the organization in unexpected responsibilities because of their source, conditions, or purpose.
   
   • Involve unlawful discrimination based upon race, religion, gender, sexual orientation, age, national origin, color, disability, or any other basis prohibited by federal, state, and local laws.

3. Noncash gifts will be accepted only when it is reasonably expected they can be converted into cash within a reasonable period of time or when the Foundation can utilize the property in its operations. Generally, [six months to one year] shall be considered reasonable for conversion to cash. All noncash gifts to the Foundation will be sold at the discretion of the Foundation, whose express policy will be to convert the property to cash at the earliest opportunity, keeping in mind
current market conditions and the potential use of the property in the accomplishment of the mission of the College as supported by the Foundation.

4. Property encumbered by a mortgage or other indebtedness cannot normally be accepted as a gift unless the donor agrees to assume all carrying costs until the property is liquidated. Exceptions to this guideline can be made when the value of the property exceeds the anticipated exposure, or will produce income, or will be used by the College in its programs.

5. Associated expenses of a gift made to the Foundation are to be borne by the donor unless unusual circumstances merit Board consideration. The Board is the final authority on the approval of any costs associated with the acceptance of a gift.

6. Donors of property gifts of over $5,000, except for gifts of publicly traded stock, must obtain an appraisal by an independent third-party appraiser in accordance with current tax law requirements.

7. To avoid conflicts of interest, the unauthorized practice of law, the rendering of investment advice, or the dissemination of income or estate tax advice, all donors of noncash gifts must acknowledge that the Foundation and College staff are not acting as a professional advisor, rendering opinions on the gift. All information concerning gift planning from the Foundation is to be for illustrative purposes only and is not to be relied upon in individual circumstances. The Foundation may require a letter of understanding from the donor of a property gift, along with proof of outside advice being rendered, before such a gift will be accepted.

8. All gifts of life insurance must comply with applicable state insurance regulations, including insurable interest clauses.

9. The Foundation does not accept gifts requiring annuity payments that will be guaranteed by the organization.

10. All gifts and gift consideration must meet all applicable local, state, and federal laws and regulations.