

Donations Policy

Approved 04/19/2016



I. BACKGROUND

All nonprofit organizations require funding to achieve their goals. Corporate and private donations and sponsorship are important sources of funding by which a non-profit organization achieves its mission. Concerns often arise that accepting corporate funds may give the appearance of or actually compromise the ethical integrity of an organization. The establishment of an Executive Committee-approved Donations Policy safeguards against such compromises by clarifying for both potential sponsors and the community at large the requisite criteria used by the organization in soliciting and accepting corporate funding.

II. POLICY

A. CORPORATE and Private Donor ELIGIBILITY: *The Center for HOPE* will gratefully accept monetary or in-kind donations from any business entity ("Corporation") or private donor that meets the following eligibility criteria:

1. The Corporation or Private Donor is not engaged in business activities that conflict in whole or in part with the goals of *The Center for HOPE* or any of its specific programs.
2. The Corporation or Private Donor has not attempted to manipulate or influence the activities, policies, mission, and/or goals of *The Center for HOPE* or any of its specific programs.
3. The Corporation or Private Donor's donation is unrestricted, i.e., no conditions or requirements are being proposed by the donor that must be satisfied by *The Center for HOPE* to secure the donation. This does not preclude a donor from making a donation that is earmarked for a specific purpose or program activity.

B. Guidelines for accepting / using donations to *The Center for HOPE*

1. Monetary donations received in the form of a check or money order will be written to *The Center for HOPE*. Donations can also be accepted online.
2. Cash donations are to be discouraged when possible. In the event that a cash donation is made, it may only be received by the Treasurer, Chair, Vice Chair or Executive Director and deposited into the bank account as soon as possible.
3. All monetary donations will be given to *The Center for HOPE's* appointed Treasurer or to the Chair or Vice Chair representing the Treasurer in their absence, and deposited directly into *The Center for HOPE's* bank account.
4. Donors will receive a receipt for the donation with *The Center for HOPE* identifying non-profit ID number.
 - a. All gifts of 0-\$249 will be acknowledged by a thank you card or letter signed by the Director within 3 business days of receiving gift.
 - b. All gifts of \$250.00 and above will receive an appropriate thank you card or letter signed by the Director and include required IRS language. "No goods or services were exchanged for your gift, therefore the entire amount is tax-deductible as allowed by law."
 - c. All gifts of greater than \$1000 will be sent a letter as above and in addition will be followed up with a phone call of appreciation from the Director.
5. Any monies used must be approved via a vote by *The Center for HOPE* Board of Directors and pass by a two-thirds majority vote.

C. OPEN DISCLOSURE

1. *The Center for HOPE* will provide any donor that wishes to donate to the program a copy of *The Center for HOPE's* Donations Policy prior to acceptance of the donation.
2. *The Center for HOPE* will provide a copy of the Donations Policy to any individual or organization that requests it.
3. *The Center for HOPE* will post its Donations Policy on its website.

