



GIFT ACCEPTANCE POLICY

United Way of Greater Charlottesville solicits and accepts gifts and grants for purposes that will help the organization further and fulfill its mission. Mission: The United Way of Greater Charlottesville connects our community, enabling individuals and families to achieve their potential.

DONORS' USE OF PROFESSIONAL ADVISORS

United Way of Greater Charlottesville urges all donors and prospective donors to seek the assistance and advice of independent personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. The following policies and guidelines govern acceptance of gifts made to United Way of Greater Charlottesville for the benefit of any of its operations, programs, or services.

USE OF COUNSEL

United Way of Greater Charlottesville may seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Examples of gifts that may be reviewed:

- Gifts of securities that are subject to restrictions or buy-sell agreements;
- Documents naming United Way of Greater Charlottesville as trustee or requiring United Way of Greater Charlottesville to act in any fiduciary capacity;
- Gifts requiring United Way of Greater Charlottesville to assume financial or other obligations
- Transactions with potential conflicts of interest; or
- Gifts of property which may be subject to environmental or other regulatory restrictions.

GIFT ACCEPTANCE REVIEW PROCESS

Determinations as to acceptance of routine gifts may be made by the President & CEO, as well as, but not limited to, leadership and development staff.

United Way of Greater Charlottesville will not accept gifts that:

- would result in United Way of Greater Charlottesville violating its corporate charter;
- would result in United Way of Greater Charlottesville losing its status as an IRS 501(c)(3) not-for-profit organization;
- are too difficult or too expensive to administer in relation to their value;
- would result in any unacceptable consequences for United Way of Greater Charlottesville; or
- are for purposes outside United Way of Greater Charlottesville's mission.
- are deemed to be overly restrictive (see below "Restricted Gifts")

Gifts Generally Accepted Without Review

The following gifts to United Way of Greater Charlottesville are generally accepted without review:

Cash. Cash gifts are acceptable in any form, including by check, money order, credit card, or online. Donors wishing to make a gift by credit card must provide the card type (e.g., Visa, MasterCard, American Express), card number, expiration date, and name of the card holder as it appears on the credit card. Donors may also choose to pay the card fee along with their credit card donation to ensure United Way of Greater Charlottesville receives the full amount of an intended gift.

Marketable Securities. Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate

signature guarantees) attached. All marketable securities will be sold promptly upon receipt unless otherwise directed by United Way of Greater Charlottesville's Development Committee. In some cases marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the Development Committee.

Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans. Donors are encouraged to make bequests to United Way of Greater Charlottesville in their wills, and to name United Way of Greater Charlottesville as the beneficiary under trusts, life insurance policies, commercial annuities, and retirement plans.

Charitable Remainder Trusts. United Way of Greater Charlottesville will accept designation as a remainder beneficiary of charitable remainder trusts.

Charitable Lead Trusts. United Way of Greater Charlottesville will accept designation as an income beneficiary of charitable lead trusts.

Gifts Subject to Review Before Acceptance

Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

Tangible Personal Property. The Development Committee shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations: does the property further the organization's mission? Is the property marketable? Are there any unacceptable restrictions imposed on the property? Are there any carrying costs for the property for which the organization may be responsible? Is the title/provenance of the property clear?

Life Insurance. United Way of Greater Charlottesville will accept gifts of life insurance where United Way of Greater Charlottesville is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.

Real Estate. All gifts of real estate are subject to review by the Development Committee. Prior to acceptance of any gift of real estate, United Way of Greater Charlottesville shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit. Criteria for acceptance of gifts of real estate include:

- Is the property useful for the organization's purposes;
- Is the property readily marketable;
- Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property;
- Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property; and
- Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

RESTRICTED GIFTS

United Way of Greater Charlottesville will not accept gifts deemed as overly restrictive. Overly restrictive gifts include, but are not limited to, gifts that are inconsistent with United Way of Greater Charlottesville's mission, gifts that place undue burdens on United Way of Greater Charlottesville, as well as gifts that violate the terms of any of United Way of Greater Charlottesville's formation or governance documents.

Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Development Committee, in consultation with the President & CEO and leadership and development staff.

United Way encourages unrestricted gifts that benefit the United Way of Greater Charlottesville and its programs. Unless a different written agreement has been established with the donor, a fee of 20% of gift amount will be applied to restricted gifts, not including public grants, and to gifts designated to other nonprofit organizations. Fees assessed will be used to support the United Way's mission including, without limitation, its administrative and fundraising costs. In the case of workplace campaign giving, the administrative fee for designations to other nonprofit organizations is

calculated annually per United Way Worldwide guidelines. Gifts designated to other nonprofit organizations do not qualify donors for membership in any United Way of Greater Charlottesville donor recognition groups, or benefits.

ETHICAL STANDARDS AND COMPLIANCE

United Way of Greater Charlottesville shall administer gifts properly, shall comply with all applicable laws and regulations, including those governing reporting and retention, and shall provide formal acknowledgments for gifts. United Way of Greater Charlottesville shall not furnish property appraisals or gift valuations to donors for tax purposes. United Way of Greater Charlottesville acknowledgment letters may acknowledge the value of a gift in the case of a cash, check or other monetary donation or if required by applicable law. Otherwise, the donor is solely responsible for determining gift valuations for his or her own tax purposes. United Way of Greater Charlottesville shall consult with independent advisors where it deems such action to be appropriate. *United Way of Greater Charlottesville shall strive to consider the interests of the donor and disclose to the donor all essential information, including any fees, prior to acceptance of the donor's gift.* Donors may be advised to consult with legal or tax counsel or other appropriate advisors.

Donors' Rights

United Way of Greater Charlottesville is committed to ensuring the privacy and confidentiality of our donors. United Way of Greater Charlottesville has adopted the Association of Fundraising Professionals Donor Bill of Rights (link: <https://afpglobal.org/sites/default/files/attachments/2018-10/DonorBillofRights.pdf>).