



## St. Ursula Academy and St. Ursula Academy Foundation

### Gift Acceptance Policies

Last amended: August 27, 2020

St. Ursula Academy (SUA) and St. Ursula Academy Foundation (SUAF) solicit and accept gifts for purposes that will help the organizations further and fulfill their mission. SUA and SUAF urge all prospective donors to seek the assistance of 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 SUA and/or SUAF for the benefit of any of its operations, programs or services.

#### **Gifts Generally Accepted Without Review**

*Cash.* Cash gifts are acceptable in any form, including by check, money order, credit card, or on-line. Donors wishing to make a gift by credit card must provide the card type (e.g., Visa, MasterCard, Discover, American Express), card number, expiration date, security code, and name of the card holder as it appears on the credit card.

*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 the St. Ursula Academy Foundation Board. 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 President and SUAF Board Chair.

*Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans.* Donors are encouraged to make bequests to SUA and/or SUAF under their wills, and to name SUA and/or SUAF as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.

*Charitable Remainder Trusts.* SUA and SUAF will accept designation as a remainder beneficiary of charitable remainder trusts.

*Charitable Lead Trusts.* SUA and SUAF will accept designation as an income beneficiary of charitable lead trusts.

#### **Use of Legal Counsel**

SUA and/or SUAF will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- Gifts of securities that are subject to restrictions or buy-sell agreements.

This policy was approved by the SUA Advancement Committee on December 10, 2020, the SUA Board of Trustees on January 21, 2021, and the SUA Foundation Board on January 12, 2022. The policy went into effect on January 12, 2022.

- Documents naming SUA and/or SUAF as trustee or requiring SUA and/or SUAF to act in any fiduciary capacity.
- Gifts requiring SUA and/or SUAF to assume financial or other obligations.
- Transactions with potential conflicts of interest.
- Gifts of property which may be subject to environmental or other regulatory restrictions.

### **Gifts Accepted Subject to Prior Review**

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 President and Board Chair 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?

*Real Estate.* All gifts of real estate are subject to review by the President and Board Chair. Prior to acceptance of any gift of real estate other than a personal residence, SUA and/or SUAF 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? Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

*Life Insurance.* SUA and/or SUAF will accept gifts of life insurance where SUA or SUAF 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.

### **Restrictions on Gifts**

Whereas there is the potential for controversy if certain gifts are accepted, the organization has the following Gift Acceptance Policy:

When considering whether to solicit or accept gifts, the organization will consider the following factors:

- Values—whether the acceptance of the gift compromises the mission of SUA and/or SUAF.
- Compatibility—whether there is compatibility between the intent of the donor and the organization’s use of the gift.
- Public Relationships—whether acceptance of the gift damages the reputation of SUA and/or SUAF.
- Primary Benefit—whether the primary benefit is to SUA and/or SUAF, versus the donor.
- Consistency—is acceptance of the gift consistent with prior practice?
- Form of Gift—is the gift offered in a form that SUA and/or SUAF can use without incurring substantial expense or difficulty?
- Effect on Future Giving—will the gift encourage or discourage future gifts?

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- The gift would result in SUA and/or SUAF violating its charter.
- The gift would result in SUA and/or SUAF losing its status as an 501(c)(3) not-for-profit organization.
- Gifts that are too difficult or too expensive to administer in relation to their value.
- Gifts that would result in any unacceptable consequences for SUA and/or SUAF.
- Gifts that are for purposes outside SUA's and/or SUAF's mission.

All decisions to solicit and/or accept potentially controversial gifts will be made by the President and Board Chair. The primary consideration will be the impact of the gift on the organization.

### **Naming Opportunities**

SUA and SUAF hold, as minimums, the following corpus amounts required for naming a fund, program, or physical item:

- \$10,000 for an expendable fund or term-defined program or equipment with temporary naming. \*
- \$25,000 for an endowed fund or non-term-defined physical entity with permanent naming. \*

Any entities wishing to contribute over time to reach the \$25,000 minimum for an endowed fund must agree to meet said minimum by the close of the third fiscal year, following the gift initiation through a signed agreement. No funds from the building corpus will be spent until the minimum is reached. If the funds contributed have not reached the minimum by the close of the third fiscal year following initiation through a signed agreement, the sum of the contributions will be spent for a purpose as close to the donors' intent as possible, until the fund is extinct.

Temporary naming could end after the funds provided by the donor cease to provide sufficient support for their purpose (e.g. scholarship, program, equipment).

\*In special circumstances, deviation from the minimum amount is permissible with approval from the President.