

SCT/FEEC Gift Acceptance Policy

The following policies are set forth: (1) to define the working rules for the acceptance of gifts and pledges to the Southern Conservation Trust (SCT) and the Fayette Environmental Education Center (FEEC); (2) to inform donors and prospective donors of these policies. SCT/FEEC urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including resulting tax and estate planning.

I. General Guidelines

- A. SCT/FEEC solicits and accepts gifts that are consistent with its mission and that support its core programs, as well as special projects.
- B. All gift and pledge commitments, regardless of size, designation, or gift type will be respectfully considered and gratefully accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, except in the very rare instance where a gift may be contrary to SCT/FEEC best interests. SCT accepts both restricted and unrestricted gifts providing that donor restrictions do not significantly diminish the value of the gift. SCT will provide all possible staff assistance to potential donors to discuss the organization's funding priorities, the donor's interests, and the various ways to give. **However, gifts of cash or negotiable securities are the forms of donor commitment that will have the greatest impact on SCT and its plans for the immediate future.**
- C. SCT/FEEC will acknowledge and recognize all gifts appropriately according to its gift acknowledgement and recognition procedures. Requests by donors for anonymity will be honored. A donor whose gift is matched by their company will be recognized for the total amount of their individual gift plus the matching portion on their gift record. SCT/FEEC will soft credit an individual donor for the matching gift associated with their personal gift at the time the matching gift form is signed by both the donor and an authorized officer and is submitted to the corporation. At this time the corporation will also be credited with the matching gift so that it can be recognized appropriately.
- D. SCT/FEEC will use the currently accepted IRS formula (and accounting rules) for determining present value of future gifts.

II. Donor Bill of Rights

- A. SCT/FEEC adheres to the following Donor Bill of Rights established by the Association of Fundraising Professionals which note that a donor has the right:
- i. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
 - ii. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
 - iii. To have access to the organization's most recent financial statements.
 - iv. To be assured their gifts will be used for the purposes for which they were given.
 - v. To receive appropriate acknowledgement and recognition.
 - vi. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
 - vii. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
 - viii. To have the opportunity for their names to be removed from SCT/FEEC mailing lists.
 - ix. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

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