

# Gift Policies

1. It is the general policy of C.A.R.E. to seek gifts from a diversity of sources so that it does not become dependent on any one group. The Center will accept no funds from any source whatever – individual or family, church, government, foundation, or corporation – that in any way limits the accomplishment of the mission to which the Center is committed.
2. C.A.R.E. recognizes that donors may prefer, on occasion, to make gifts with restrictions that limit their use to special interests and desires on their part. It will be the policy of the Center to receive and administer such gifts as specified by the donors, provided the purposes for which the gifts are made is in accord with the program of the Center, and the gifts do not make it necessary for the organization to alter its program to comply with the stipulations of the donors. The Board of Trustees may request from donors clarification concerning the intended use of gifts and determine whether such gifts are appropriate for the Center to receive.
3. Should C.A.R.E. receive a gift and have questions or need clarification as to the intended use of the gift, the gift (check) may be held and not deposited until the donor's intent is clarified and all parties involved are in agreement concerning its use.
4. All gifts made to C.A.R.E. through wills, trusts, annuities, and life estate contracts shall become part of C.A.R.E.'s permanent endowment unless donors stipulate otherwise in the written instruments that create such gifts. The Board of Trustees has the authority to expend endowment principal, as well as endowment income, but endowment principal will not be invaded unless compelling circumstances exist and only by majority vote of the Board of Trustees.
5. In all cases in which questions arise as to the interpretation of the terms of Wills, it is the policy of C.A.R.E. to have such issues adjudicated by a court of competent jurisdiction. The organization will not enter into any compromise settlement with anyone concerning the provisions of the Will; a friendly suit entered into the court will settle all such matters.
6. C.A.R.E. will make available to donors many opportunities for giving including, but not necessarily limited to, outright gifts of cash, real or personal property, charitable trusts, Wills (bequests), annuities, life insurance, and life estate contracts. In all such gift transactions and agreements, the organization will hold fast to a policy of high integrity and openness in dealing with donors.
7. C.A.R.E. may make available "named" gift opportunities in which a particular fund, program, or project could be named in recognition and appreciation of the donor, or in honor of a person or entity of the donor's choosing, or in memory of a loved one. The Board of Trustees makes the final decisions about all aspects of these named gift situations.
8. No programs, agreement, trust, contract, or commitment shall be urged upon any donor or prospective donor that would benefit C.A.R.E. at the expense of the donor's

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interest. No agreement will be made between C.A.R.E. and any other agency, person, company or organization on investments, management, or other matters that would knowingly jeopardize the donor's interest. All potential donors of planned gifts to the organization will be advised to seek the counsel of their attorney, accountant, or other tax advisor on all aspects of the proposed gift, whether by bequest, trust agreement, contract or other means. It shall be the policy of the Center to avoid the exercise of any high pressure sales techniques in dealing with prospective donors. It is the responsibility of all representatives of the organization, whether paid or volunteer personnel, to inform, service, guide or otherwise assist the prospective donor in fulfilling his or her philanthropic wishes in accordance with sound financial planning practices.

9. Without further approval of the Board of Trustees, any two of the following two persons, the Executive Director and the President of the Board of Trustees, are authorized to finalize life income contracts with any donor as long as such agreements conform with approved policy of the Board of Trustees. All gifts of real estate must receive the prior approval of the Board of Trustees.
10. Donor records are confidential and information is limited to the "need to know." Approval will be secured from major gift donors before public announcements of these gifts. C.A.R.E. will honor the request of donors to remain anonymous.
11. C.A.R.E. endorses the attached "Donor Bill of Rights" and requires that staff and volunteers abide by these guidelines as they relate to prospects and donors.
12. Should C.A.R.E. determine not to carry out a program for which a designated or restricted donation has been given, the donation must be returned to the donor unless the donor agrees for the gift to be used in another way. In some cases, designated or restricted gifts may be accounted for separately.