

GIFT ACKNOWLEDGMENT POLICY

Communities In Schools of Tennessee (CIS-TN) solicits and accepts gifts that are consistent with its mission and that supports its core programs, as well as special projects. The following policies and guidelines govern acceptance of gifts made to CIS-TN for the benefit of its programs, operations, or services.

Accepted Donations

Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities.

CIS-TN accepts the donations listed below following the specified guidelines:

- **CASH DONATIONS.** Cash gifts are acceptable by:
 - *Online credit card payment.* Donors wishing to make an online payment with their credit card must provide the card type, card number, expiration date, and the name of the card holder as it appears on the card. Donors can indicate if they would like to restrict their donation on the online form that they complete.
 - *Check.* Donors can mail their checks to Attn: Development, Communities In Schools of Tennessee, 1207 18th Avenue South, Suite 200, Nashville, TN 37212. Donors can indicate if they would like to restrict their donation on the memo line of their check.

- **NON-CASH DONATIONS.**
 - *Professional Services.* Gifts of necessary professional services will be reviewed by CIS-TN prior to accepting professional services. The value of these services will be formally acknowledged at the time of service, or if year-around services are donated, in July during the reconciliation of our fiscal year (which ends June 30). Donors should provide an invoice to document the value of their services.
 - *Tangible Personal Property.* Gifts of tangible personal property should have a use related to CIS-TN's mission. The following are acceptable examples of tangible personal property that CIS-TN accepts:
 - New or like new clothing, coats, hats, shoes
 - New undergarments and socks
 - New or like new school supplies
 - Hygiene products
 - Household cleaning supplies
 - Gift cards (preferably to an actual vendor instead of open-ended cash gift cards [e.g. Visa, Vanilla Gift, etc.])
 - Food: either shelf-stable or catered food for a specific event
 - Furniture or household appliances in fully working order: by pre-arrangement only, no drop-offs
 - Office supplies/equipment: by pre-arrangement only, no drop-offs

Unless specified otherwise, donated tangible personal property shall be used for community benefit in the purpose of CIS-TN's mission. Donations cannot benefit a staff member. CIS-TN will adhere to all IRS requirements

for accepting donations and requires donors to complete appropriate forms to do so. All donors of tangible personal property will receive a receipt for their donation at the time of acceptance that is IRS compliant and can be used as tax proof of donation. CIS-TN will gather documentation of value for donations valued at \$2,000 or more.

- *Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities, and Retirement Plans.* Donors are encouraged to make bequests to CIS-TN under their wills, and to name CIS-TN as the beneficiary under trusts, life insurance policies, commercial annuities, and retirement plans.
- *Charitable Remainder Trusts.* CIS-TN will accept designation as a remainder beneficiary of charitable remainder trusts.
- *Charitable Lead Trusts.* CIS-TN will accept designation as an income beneficiary of charitable lead trusts.

Gifts Accepted with Prior Review

Certain types of gifts must be reviewed prior to acceptance due to the special liabilities they may pose for CIS-TN. Examples of gifts which be subject to review include, but are not limited to, gifts of real estate, real property, securities, and stock.

Use of Legal Counsel

CIS-TN 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.

Documents naming CIS-TN as trustee or requiring CIS-TN to act in any fiduciary capacity.

Gifts requiring CIS-TN 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.

Restrictions on Gifts

CIS-TN will not accept gifts that would (a) would result in CIS-TN violating its corporate charter, (b) would result in CIS-TN losing its status as an IRC § 501(c)(3) not-for-profit organization, (c) are too difficult or too expensive to administer in relation to their value, (d) would result in any unacceptable consequences for CIS-TN, or (e) are for purposes outside of CIS-TN's mission. Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Executive Committee, in consultation with the CEO.

Additional Information

Questions about this policy can be directed to the Chief Development Officer.