

3.11 Donation Policy

As a 501(c) 3 non-profit organization, Heart'sWay Hospice relies on charitable contributions to fulfill its mission. Heart'sWay Hospice shall always disclose to potential donors important and relevant information. Every gift will be promptly acknowledged, and donors will be informed of how the gift will be recognized. Specific requests about acknowledgment will be honored consistent with Heart'sWay Hospice's practices and policies. Heart'sWay Hospice reserves the right to refuse a gift if it is determined to be in conflict with the Agency's mission. The following policies and guidelines govern acceptance of gifts made to Heart'sWay Hospice for the benefit of any of its operations, programs or services.

Use of Legal Counsel— Heart'sWay Hospice will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- A. Gifts of securities that are subject to restrictions or buy-sell agreements.
- B. Documents naming Heart'sWay Hospice as trustee or requiring Heart'sWay Hospice to act in any fiduciary capacity.
- C. Gifts requiring Heart'sWay Hospice to assume financial or other obligations.
- D. Transactions with potential conflicts of interest.
- E. Gifts of property which may be subject to environmental or other regulatory restrictions.

Restrictions on Gifts—Heart'sWay Hospice will not accept gifts that:

- A. Would result in Heart'sWay Hospice violating its corporate charter
- B. Would result in Heart'sWay Hospice losing its status as an IRS § 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 Heart'sWay Hospice or
- E. Are for purposes outside Heart'sWay Hospice's mission.

Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Board of Directors in consultation with the Executive Director.

For restricted and endowed funds, if future circumstances change, or the donor fails to fulfill his pledge obligation, or the purpose for which the fund is established becomes illegal, impractical, or no longer meets the needs of the Agency, Heart'sWay Hospice may designate an alternative use in the spirit of the donor's original intent for the gift to further the objectives of Agency.

Gifts Generally Accepted Without Review—

- A. *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, American Express), card number, expiration date, and name of the card holder as it appears on the credit card.
- B. *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 Board of Directors. 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 Board of Directors.

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

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:

- A. *Tangible Personal Property.* The Board of Directors shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations:
 - a. Does the property further the organization's mission?
 - b. Is the property marketable?
 - c. Are there any unacceptable restrictions imposed on the property?
 - d. Are there any carrying costs for the property for which the organization may be responsible? Is the title/provenance of the property clear?
- B. *Life Insurance.* Heart'sWay Hospice will accept gifts of life insurance where Heart'sWay Hospice 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.
- C. *Real Estate.* All gifts of real estate are subject to review by the Board of Directors. Prior to acceptance of any gift of real estate other than a personal residence, Heart'sWay Hospice 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:
 - a. Is the property useful for the organization's purposes?
 - b. Is the property readily marketable?
 - c. Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property?
 - d. Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property?
 - e. Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?