

**ALLENFORCE**  
**GIFT ACCEPTANCE POLICY AND GUIDELINES**

AllenForce solicits and accepts gifts for purposes that will help the organization further and fulfill its mission. AllenForce urges 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 AllenForce for the benefit of any of its operations, programs or services.

***Use of Legal Counsel***—AllenForce 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 AllenForce as trustee or requiring AllenForce to act in any fiduciary capacity.
- C. Gifts requiring AllenForce 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***—AllenForce will not accept gifts that

- A. would result in AllenForce violating its corporate charter,
- B. would result in AllenForce 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 AllenForce, or
- E. are for purposes outside AllenForce'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 Chief Executive Officer.

***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 AllenForce's 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 AllenForce under their wills, and to name AllenForce as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.
- D. **Charitable Remainder Trusts.** AllenForce will accept designation as a remainder beneficiary of charitable remainder trusts.
- E. **Charitable Lead Trusts.** AllenForce 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?
  - e. Is the title/provenance of the property clear?
- B. **Life Insurance.** AllenForce will accept gifts of life insurance where AllenForce 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, AllenForce 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?

***Miscellaneous Provisions---***

- A. **Securing appraisals, environmental review, assessment or remediation costs and legal fees for gifts to AllenForce.** The cost to secure an appraisal, environmental review, assessment or remediation (where required) and independent legal counsel for any gifts proposed to be made to or for the benefit of AllenForce are generally the Donor's responsibility.
- B. **Fees and Commissions** AllenForce generally does not pay "finder's fees" or commissions to third parties in connection with any kind of gift to AllenForce. AllenForce does, however, pay commissions and fees to properly negotiate and transfer assets, including boats. No officer, employee or agent of AllenForce is or will be compensated in a manner that is dependent on the size or nature of gifts made to AllenForce by any person. If AllenForce engages legal counsel, accounting professionals, appraisers or environmental consultants, their fees and expenses will be determined by the time they spend engaged in AllenForce's work and not by reference to any particular gift in connection with which they are retained.
- C. **Trips and Special Events** When trips or special events involve a charitable contribution, the fair market value and the charitable contribution amount for each participant will be stated specifically in the promotional literature and donor acknowledgment letter. Donations given to offset the costs of a special event must be recorded as gift income, rather than as a credit to an expense account.
- D. **Changes to Gift Acceptance Policies** These policies and guidelines have been reviewed and recommended to the Board by the CEO and COO of AllenForce. The Board of Directors must approve any changes to these policies. The policies will be regularly reviewed.

Approved by the AllenForce Board of Directors on the 14th day of December in the year 2016.