BLYTHEDALE CHILDREN’S HOSPITAL

GIFT ACCEPTANCE POLICY

PURPOSE OF POLICY

This policy was established to provide uniform guidelines to assist Blythedale Children’s Hospital representatives in the solicitation and handling of charitable gifts on behalf of the Hospital and to ensure that gifts are appropriate to the mission and needs of the Hospital. As needed, this policy will be updated, altered and expanded to provide Blythedale representatives with guidance on how to achieve the Hospital’s potential for private philanthropy.

ROLE OF THE FUND RAISING COMMITTEE

The Fund Raising Committee is charged with helping to carry out specific policy determinations related to Blythedale’s fund raising, including gift acceptance policies and compliance with ethical fund raising practices. In that capacity, it is the responsibility of the Fund Raising Committee to review gifts to Blythedale and to make recommendations to the Blythedale Board of Directors on gift acceptance issues when appropriate. If a situation arises that is not clearly covered by this policy, advice will be obtained from the Fund Raising Committee prior to acceptance of the gift.

DEFINITION OF CHARITABLE CONTRIBUTIONS

A charitable contribution or gift is a voluntary transfer of money or property made by a donor without expectation or receipt of an economic benefit commensurate with the money or property transferred. For the purpose of the Hospital’s policy, charitable contributions are synonymous with contributions, donations, gifts or related terms. In its operation, Blythedale will adhere to court decisions and IRS rulings concerning charitable contributions, based on the recommendations of the Hospital’s attorneys and auditors.

RESTRICTIONS ON GIFTS

Blythedale will accept unrestricted gifts in any amount. Blythedale will accept gifts for specific programs and purposes provided that such gifts are consistent with the Hospital’s stated mission subject to the following limitations:

In the event that a gift is restricted to a specific type of program and that program is not in effect at the time the gift is received, Blythedale will make reasonable efforts to coordinate with the donor or executor of the estate of the donor to ensure that the gift is used in a manner consistent with the donor’s wishes and the Hospital’s stated mission. Gifts that are for purposes outside the stated mission will not be accepted.

TYPES OF GIFTS

The following criteria govern the acceptance of each gift form.

Cash: Cash is acceptable in any form (i.e., cash, checks, credit cards or money orders) and will be credited at full face value. Checks and money orders should be made payable to Blythedale Children’s Hospital and should be delivered to the Development Office at Blythedale.
Securities: Blythedale Children’s Hospital accepts publicly traded securities. Securities will be valued and credited at the average of the high and low market value on the date Blythedale receives the securities. All marketable securities shall be sold upon receipt.

Gifts-in-Kind: Blythedale Children’s Hospital has the authority to accept certain types of gifts in-kind. All gifts of tangible personal property (such as art, jewelry, furniture, medical or computer equipment) shall be examined in light of the following general criteria.
1. Does the property fulfill the mission of the Hospital?
2. Is the property marketable?
3. Are there any undue restrictions on the use, display or sale of the property?
4. Are there any carrying costs for the property?

In-kind Contributions for Directly Related Use
Blythedale may accept in-kind contributions of goods for its use in furtherance of the Hospital’s mission. When Blythedale has discretion over and responsibility for the disposition of items, the contribution is generally considered a gift to Blythedale. Blythedale will acknowledge in-kind contributions consistent with IRS rules. In order to properly credit and recognize the donor, as well as to reflect the value of in-kind contributions on its books, Blythedale will ask donors for information about the fair market value of their in-kind contributions. If the donor files IRS Form 8283, Blythedale will request a copy of the form and, if applicable, accompanying appraisal. If the donor does not file Form 8283, Blythedale will request the donor’s written estimate of the fair market value of the contribution. However, Blythedale will not refer to the value of any in-kind contribution in an acknowledgement letter or advise donors whether they are entitled to take a charitable deduction for their contribution.

In-Kind Contributions of Tangible Property for Sale (not Related Use)
Blythedale may accept in-kind contributions of items that the Hospital intends to sell rather than put to a related use. The value of a donor’s charitable deduction is generally lower for contributions of items the Hospital sells. Therefore, before accepting such a contribution, the Hospital will inform the donor of its intent to sell the item. Upon approval of such a gift of tangible property, the gift will be appraised by a qualified appraiser and liquidated. In order to properly credit and recognize the donor, as well as to reflect the value of in-kind contributions on its books, Blythedale will ask donors for information about the fair market value of their in-kind contributions. If the donor files IRS Form 8283, Blythedale will request a copy of the form and, if applicable, accompanying appraisal. If the donor does not file Form 8283, Blythedale will request the donor’s written estimate of the fair market value of the contribution. However, Blythedale will not refer to the value of any in-kind contribution in an acknowledgement letter or advise donors whether they are entitled to take a charitable deduction for their contribution.

Real Estate
Blythedale may accept gifts of a fee interest in real estate (absolute ownership) and gifts of a personal residence for which the donor retains a life interest for the donor and/or the donor’s spouse. Gifts of real estate are subject to the approval of a majority of the entire Board of Trustees.

Life Insurance
Blythedale must be named as both beneficiary and irrevocable owner of a life insurance policy before it can be recorded as a gift. The gift is valued at its cash surrender value upon receipt. If the
donor contributes future premium payments, Blythedale will include the entire amount of the future premium payment as a gift in the year it is made. If the donor does not elect to continue to make gifts to cover premium payments on the policy, Blythedale may continue to pay the premiums, convert the policy to paid-up insurance, or surrender the policy for its current cash value. Upon the death of the donor, the life insurance proceeds will be added to the Hospital's annual fund.

**Bequests/Life Insurance Beneficiary Designations/Retirement Plan Beneficiary Designations**

Donors and supporters will be encouraged to make bequests to Blythedale Children’s Hospital under their wills and trusts. They will also be encouraged to name Blythedale as beneficiary or contingent beneficiary of their life insurance policies and retirement plans. Such designations shall not be recorded as gifts until such time as the gift is irrevocable. Where the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time when it becomes irrevocable. These gifts will be applied to the Hospitals BCH fund unless otherwise specified.

**Charitable Remainder Trusts/Charitable Lead Trusts/Charitable Gift Annuities**

Blythedale will not provide tax or legal advice to donors interested in giving to the Hospital through one of these vehicles. Donors should be encouraged to consult their own advisors for further guidance. Blythedale Children’s Hospital will not act as trustee to a charitable remainder trust or charitable lead trust.

**ADMINISTRATIVE POLICIES**

**Use of Legal Counsel**

Blythedale shall seek the advice of legal counsel for any gift acceptance matters not covered in its gift acceptance policy. These may include reviews of closely held stock transfers that are subject to restrictions or buy-sell agreements; documents naming Blythedale as trustee; gifts involving contracts; transactions with potential conflicts of interest; and other instances in which use of counsel is deemed appropriate by the Fund Raising Committee.

**Conflict of Interest**

Prospective donors shall be urged to seek their own counsel in matters relating to their planned gifts, and tax and estate planning. Staff members authorized to solicit, negotiate and secure gifts represent themselves as development professionals, not as legal, financial or tax advisors. Blythedale will comply with the National Committee on Planned Giving’s Model Standards of Practice for the Charitable Gift Planner as well as the Association of Fund Raising Professionals’ Donor’s Bill of Rights.

**Authorization for Negotiation**

Blythedale Children’s Hospital staff authorized to negotiate and sign planned giving agreements with prospective donors without further approval of the Fund Raising Committee or Board of Trustees are the President & CEO, the Chief Development Officer and the Director of Individual Giving.

**Fees**

Blythedale will not compensate donors for the costs associated with estate planning. A legal document preparation and other estate planning fees shall be paid by the donor.

**Acknowledgement**
Blythedale acknowledges all gifts and recognizes donors in a timely and appropriate manner. Requests for anonymity and privacy are honored. All in-kind gifts are verified by description in an acknowledgement letter from the Hospital.

**Scope of Service**
Although Blythedale’s Development Office offers its assistance on behalf of the Hospital, it does not urge donors to exclude from their estate plans other organizations and agencies in which they have a charitable interest.

**Right to Refuse Gifts**
Blythedale Children’s Hospital reserves the right not to accept gifts that are deemed to be unmanageable or a potential liability.

**REVIEW OF GIFT ACCEPTANCE POLICY**

This policy will be reviewed annually by the Fund Raising Committee. All material changes to the policy shall be recommended by the Committee and presented to the Board of Trustees for approval.