



## **Gift Acceptance Policies and Procedures\***

These gift acceptance policies and procedures are intended to be guidelines. Some gift situations can be complex, and decisions should only be made after careful consideration of all relevant factors. The President and CEO, after discussion with the Executive Committee of the Governing Board and input from the Development Committee, will make the final decision on a gift situation deemed complex.

Children's Hunger Alliance will accept gifts of cash, personal property, publicly-traded securities, in-kind services and future gift commitments, including bequests, which are consistent with its mission. Donations generally will be accepted from individuals, corporations, foundations, government agencies or other entities, without limitations.

Children's Hunger Alliance will not accept gifts from donors or organizations whose products/services or requests for public recognition are inconsistent with our mission.

Children's Hunger Alliance's priorities include gifts for unrestricted and endowment purposes. When gifts with restrictions are accepted, restrictions and deliverables will be honored so long as they are consistent with our mission. These restrictions and deliverables will be detailed in the donors/funder's gift or pledge commitment form and /or agreement.

If multi-year pledges for major gifts are received donors will be asked to complete and sign a gift or pledge commitment form detailing the purpose of the gift, payment schedule and how they wish their name(s) to appear in donor-recognition materials.

Children's Hunger Alliance will appropriately code all gifts in its database and acknowledge the source of the gift (e.g., individual, corporation, foundation, organization, etc.) Detailed procedures for gift processing and acknowledgement can be found in the agency's Blackbaud Raiser's Edge Procedures Manual.

Requests from donors for their information to be private, anonymous or confidential will be honored. Children's Hunger Alliance abides by the Association of Fundraising Professional's Donor Bill of Rights. (See attachment A).

*\*Modeled on a sample document provided by Barbara L. Ciconte, CFRE, ©2000. Approved by CHA Governing Board, Sept. 2017*

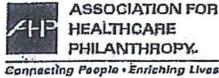
## Attachment A

# A DONOR BILL OF RIGHTS

### DEVELOPED BY:



Association of Fundraising Professionals (AFP)



Association for Healthcare Philanthropy (AHP)



Council for Advancement and Support of Education (CASE)



Giving Institute: Leading Consultants to Non-Profits

**PHILANTHROPY** is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

### I

To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.

### II

To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.

### III

To have access to the organization's most recent financial statements.

### IV

To be assured their gifts will be used for the purposes for which they were given.

### V

To receive appropriate acknowledgement and recognition.

### VI

To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.

### VII

To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

### VIII

To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

### IX

To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

### X

To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.