

NAIGC Gift Acceptance Policy
Version 2.3 / Last Amended 03/26/2023

- I. Overview
 - A. The NAIGC is an incorporated, tax-exempt nonprofit with 501(c)(3) status, and any donations to the NAIGC may be tax-deductible.
 - B. Purposes of this Policy: To explain how the NAIGC will handle its relationships with its donors; and to explain how the Board internally handles fundraising and donations.
- II. Donating to the NAIGC
 - A. If the NAIGC receives an unrestricted monetary gift or a monetary gift to an existing endowment pool, then that gift is automatically accepted upon receipt. For all other types of gifts, the Fundraising Team will weigh the benefits of accepting a specific type of gift as well as the costs of managing that gift. Based on that evaluation, the Fundraising Team will make a recommendation to the Board, which will have the sole and final authority to accept the gift on behalf of the NAIGC. Whether the NAIGC will accept these gifts will depend on a gift's relevance to the NAIGC's tax-exempt mission, the costs of maintaining the gift, and the value of the gift to the NAIGC.
 - B. Donor Benefits: Donors should not expect to receive special goods or services in return for their contributions unless those benefits were specifically approved by the Board.
 - C. Individual Donor Recognition and Privacy: The NAIGC is compliant with all U.S. privacy laws. The NAIGC limits its use of donor records to the sole purpose of fundraising and marketing for the NAIGC. It also restricts access to donor records to only those individuals within the NAIGC who "need to know" and requires those with access to keep the donor records confidential. Lastly, the NAIGC will not sell or distribute its donor records or contact information to outside organizations. But the NAIGC may release a donor's information under the following circumstances: (a) to publicly recognize the donors for their contribution, unless the donor expressly indicates otherwise, and (b) to comply with subpoenas, disclose donor information to the IRS when required to do so, or comply with any other legal requirements
 - D. Corporate Sponsor Recognition and Privacy: The NAIGC will not sell or distribute its donor records or contact information to outside organizations. The NAIGC may release a donor's information under the following circumstances: (a) to publicly recognize the donors for their contribution, unless the donor expressly indicates otherwise, and (b) to comply with subpoenas, disclose donor information to the IRS when required to do so, or comply with any other legal requirements.
- III. Procedures
 - A. Record-keeping, Accounting, and Reporting Procedures: the NAIGC complies with best accounting and recordkeeping practices, including Generally Accepted Accounting Principles (GAAP). The Fundraising Team will promptly acknowledge a donor's contribution in writing once a donation has been accepted. Receipts should include, but are not limited to 1) the amount of money contributed or a description (but not the value) of any property donated to the NAIGC, and 2) whether the donor did or did not receive

any goods or services and the estimated value of those goods and service, in return for their contribution.

- B. Using Legal Counsel: Because the NAIGC is the recipient of a donor's gift, it would be a conflict of interest for the NAIGC to also act as the donor's adviser. So before making any gift, a donor should seek the advice of legal counsel or tax professionals outside of the NAIGC. The NAIGC is not authorized to, and does not engage in, the practice of law, including advice about the tax deductibility of any donations. The NAIGC may use legal counsel to review gifts under any of the following circumstances:
1. The gift appears to compromise the mission and/or purpose of the NAIGC.
 2. The donor attempts to treat their gift as a share or other ownership interest in the NAIGC.
 3. The donor contemplates a gift of closely-held stock or tangible property.
 4. The gift involves a transaction that is governed by contracts or legal documents, such as a trust naming the NAIGC as trustee or a gift of title to real property.
 5. The gift involves any transactions with potential conflicts of interest, such as the lease of gift property to individuals, the Board, or NAIGC members.

IV. Amendments

- A. This document may be amended by the NAIGC Board.