Port Chester Carver Center

Gift Acceptance Policy
DRAFT dated February 12, 2015

Port Chester Carver Center solicits and accepts gifts that are consistent with its mission.

In the course of its regular fundraising activities, Carver Center accepts unrestricted donations of money, securities, personal property, real property and in-kind services. Certain types of gifts must be reviewed prior to acceptance due to special liabilities they may pose for Carver Center. For example, real property could be subject to additional liabilities such as taxes and insurance costs.

Carver Center also accepts restricted donations of money, securities, personal property, and real property. Gifts that are restricted to their use must be reviewed prior to acceptance if the conditions are considered to be unusual by the Executive Director or if the conditions would require expenditures that are not currently included in Carver's approved operating or capital budget. Any gift to an endowed fund other than the existing Endowed Funds (General and Program) must be approved by the Executive Committee.

All gifts are to be acknowledged as promptly as possible in a letter that is appropriate and within the requirements of the Internal Revenue Service for acknowledging donations of a charitable nature. Such acknowledgements should be made within 30 days of the gift's receipt. We do not divulge any individually identifiable information about our donors.

It is desirable to document any significant monetary gift that will be made over an extended period. This documentation will provide Carver Center with some protection in the event there is a change in the donor's willingness or ability to make the gift within the originally agreed period.

All decisions to solicit and/or accept potentially controversial gifts will be made by the Executive Committee of the Board in consultation with the Executive Director. The primary consideration will be the impact of the gift on the organization. Carver Center will seek the advice of legal counsel when appropriate.