



## **Valley View Foundation (“Valley View”)**

### **Gift Acceptance Policy & Guidelines**

The Valley View Foundation (“Valley View”), a not for profit Valley View organized under the laws of the State of Ohio, encourages the solicitation and acceptance of gifts to or for the benefit of Valley View for purposes that will help Valley View to further and fulfill its mission.

Valley View’s Trustees have a fiduciary duty to assure that Valley View’s assets are used efficiently and protected from potential liabilities and diversion to purposes other than those that further Valley View’s goals. The following policies and guidelines govern acceptance of gifts made to Valley View or for the benefit of any of its programs.

#### **1. Purpose of Policies & Guidelines**

The Board of Trustees of Valley View and staff solicit current and deferred gifts from individuals, corporations, and foundations to secure the future growth and mission of Valley View. We appreciate donors’ consideration of any gift to Valley View. In all matters involving current and prospective donors, the interest of the donor is important to Valley View.

These policies and guidelines govern the acceptance of gifts by Valley View and provide guidance to prospective donors and their advisors when making gifts to Valley View. The provisions of these policies apply to all gifts to Valley View for any of its programs. Gifts will be accepted only if they do not hinder Valley View’s mission, purpose and procedures.

Valley View shall accept only such gifts as are legal and consistent with Valley View’s policy. While Valley View does not provide tax advice, every effort will be made to assist donors in complying with the intents and purposes of the Internal Revenue Service in allowing charitable tax benefits.

#### **2. General Policies Relevant to All Gifts**

- A. Acceptance of any contribution, gift or grant is at the discretion of the Valley View Foundation. Valley View will not accept any gift unless it can be used or expended consistently with the purpose and mission of the Valley View Foundation. The Valley View Foundation may (but not need to) seek advice of legal counsel in matters relating to acceptance of gifts when appropriate.

- B. No irrevocable gift, whether outright or in character, will be accepted if under any reasonable set of circumstances, the gift would jeopardize the donor's financial security.
- C. The most desirable gifts are those with the least restrictions, as unrestricted funds allow Valley View the most flexibility to address the most pressing needs. Valley View will not accept gifts that are too restrictive in purpose, including gifts that are too difficult to administer, gifts that are for purposes not consistent with Valley View's mission, as defined by its Articles of Incorporation and Bylaws, and gifts not consonant with its current or anticipated future programs. All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Valley View Board of Trustees.

### 3. Types of Gifts

#### A. *Standard Gifts*

The following gifts are acceptable generally without board approval:

- Cash
- Publicly traded securities
- In-kind gifts of services, equipment, or supplies that Valley View can use cost effectively in its normal operations, as determined by Valley View staff

#### B. *Non-standard Gifts*

After review and consideration by the Board of Trustees of Valley View, certain non-standard or non-cash gifts (such as real property, personal property, in-kind gifts, non-liquid securities, life insurance policies and contributions whose sources are not transparent or whose use is restricted in some manner) may be acceptable.

- a. **General Policy for Non-Standard Gifts.** Valley View will generally accept non-standard or non-cash gifts only when:
  - i. It is reasonably expected the gift may be converted into cash within a reasonable period of time or
  - ii. Valley View can utilize the property or service cost effectively in its normal operations.
  - iii. Valley View reserves the right to accept non-standard in-kind gifts on a discretionary basis.

#### **4. Miscellaneous Provisions**

- a. The Valley View Foundation will refrain from providing advice about the tax or other treatment of gifts and will encourage donors to seek guidance from their own professional advisor to assist them in the process of making their gifts.
- b. The Valley View Foundation generally does not pay “finder’s fees” or commissions to third parties in connection with any kind of gift to Valley View. No officer, employee or agent of Valley View is or will be compensated in a manner that is dependent on the size or nature of gifts made to Valley View by any person. If Valley View engages legal counsel, accounting professionals, appraisers or environmental consultants, their fees and expenses will be determined by the time they spend engaged in Valley View’s work and not by reference to any particular gift in connection with which they are retained.
- c. The Board of Trustees of Valley View must approve any changes to these policies. The policies will be regularly reviewed.
- d. Valley View will provide acknowledgements to donors meeting IRS substantiation requirements for property received by Valley View as gifts. However, except for gifts of cash and publicly traded securities, no value shall be ascribed to any receipt or other form of substantiation of a gift received by Valley View.
- e. Valley View will respect the intent of the donor relating to gifts for restricted purposes and those relating to the desire to remain anonymous. Valley View will work to with donors on any restrictions toward gift utilization prior to acceptance. With respect to anonymous gifts, Valley View will restrict information about the donor to only those with a need to know.