

Burnham Center for Community Advancement (BCCA) GIFT ACCEPTANCE POLICIES AND GUIDELINES

BCCA is a not-for-profit organization organized under the laws of the State of California, encourages the solicitation and acceptance of gifts to or for the benefit of BCCA for purposes that will help BCCA to further and fulfill its mission.

The following policies and guidelines govern acceptance of gifts made to BCCA or for the benefit of any of its programs.

- I. Purpose of Policies and Guidelines: The Board of Directors of BCCA and its staff solicit current and deferred gifts from individuals, corporations, and foundations to secure the future growth and mission of BCCA.
- II. These policies and guidelines govern the acceptance of gifts by BCCA and provide guidance to prospective donors and their advisors when making gifts to BCCA. The provisions of these policies apply to all gifts to BCCA for any of its programs. Gifts will be accepted only if they advance, and do not interfere with BCCA's mission, purpose, and procedures. BCCA shall accept only such gifts as are legal and consistent with organizational policy.
- III. General Policies Relevant to All Gifts.
 - a. Use of Legal Counsel: BCCA shall seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for: 1) Closely held stock transfers subject to restrictions or buy-sell agreements. 2) Documents naming BCCA as Trustee. 3) Gifts involving contracts other than basic donor agreements, such as bargain sales or other documents requiring BCCA to assume an obligation. 4) Transactions with potential conflict of interest that may involve IRS sanctions. 5) Other instances in which the use of counsel is deemed appropriate by the Chief Executive Officer or Development Committee.
 - b. Gifts are also subject to the provisions of other BCCA policies, including but not limited to adopted Conflict of Interest policies. BCCA makes every effort to ensure accepted gifts are in the best interests of the organization and the donor.
- IV. Restrictions on Gifts: BCCA will accept unrestricted gifts, and gifts for specified programs and purposes, provided that such gifts are consistent with its stated mission, purposes, and priorities. Gifts for purposes that are not consistent with BCCA's mission or consonant with its current or anticipated future programs cannot be accepted. Examples of gifts that are too restrictive are those that violate the terms of the corporate charter, gifts that are too difficult to administer, or gifts that are for purposes outside the mission of BCCA. All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Chief Executive Officer.
- V. Establishing the Value of Donated Property: It is the policy of BCCA to comply fully with the valuation rules set out in Publication 561 of the Internal Revenue Service and the relevant income, gift and estate tax laws and regulations.
- VI. Naming: See Naming Policy