



POLICY & PROCEDURE MANUAL
Marketing & Development

NAME:	Donation Acceptance
Date of Original Policy:	06/19/2019
Date Presented Board:	_____
Date of Latest Revision:	8/4/2021
Date Approved by Board:	9/20/2021
Location:	Policy & Procedure Manual
Applicable to:	Executive Management Team, Board of Directors, Development Team, Executive Assistant

POLICY

Parks Youth Ranch solicits and accepts donations for purposes that will help the organization further and fulfill its mission. Parks Youth Ranch urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their, donations, including the resulting tax and estate planning consequences. The following guidelines govern acceptance of donations made to Parks Youth Ranch for the benefit of any of its operations, programs or services.

PROCEDURE

Donation Guidelines

Donations Generally Accepted Without Review

1. **Money** - Monetary Donations are acceptable in any form, including cash, check, money order, or credit card. Donors wishing to make a donation by credit card must provide the card type (e.g., Visa, MasterCard, American Express), card number, expiration date, and name of the card holder as it appears on the credit card. www.parksyouthranch.org/donations
2. **Stocks/Marketable Securities** - Stock & marketable securities may be transferred electronically to the organization’s UBS account or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached. All stock & marketable securities will be sold promptly upon receipt unless otherwise directed by Parks Youth Ranch Finance Committee. In some cases, marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed donation; in such instances the decision whether to accept the restricted securities shall be made by the Executive Board.
3. **Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans** - Donors are encouraged to make bequests to Parks Youth Ranch under their Wills, and to name Parks Youth Ranch as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.
4. **Donor-Advised Fund (DAF)** - Donors may support Parks Youth Ranch by selecting us from their philanthropic fund at Fidelity, Schwab, Vanguard or similar charitable broker.
5. **Charitable Trusts** - Parks Youth Ranch will accept designation as an income beneficiary of either lead or remainder charitable trusts.



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Donations Accepted Subject to Prior Review

Certain forms of donations may be subject to review prior to acceptance. Examples of donations subject to prior review include, but are not limited to:

1. **Tangible Personal Property** The Executive Board shall review and determine whether to accept any donations of tangible personal property in light of the following considerations: does the property further the organization's mission? Is the property marketable? Are there any unacceptable restrictions imposed on the property? Are there any carrying costs for the property for which the organization may be responsible? Is the title/provenance of the property clear?
2. **Life Insurance** Parks Youth will accept donations of life insurance where Parks Youth Ranch is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.
3. **Real Estate** All donations of real estate are subject to review by the Finance Committee. Prior to acceptance of any donation of real estate other than a personal residence, Parks Youth Ranch shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit. Criteria for acceptance of donations of real estate include:
 - a. Is the property useful for the organization's purposes;
 - b. Is the property readily marketable;
 - c. Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property;
 - d. Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property; and
 - e. Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

Unsolicited or Unacceptable Donations

Parks Youth Ranch accepts a variety of in-kind donations including food, clothing, shoes, bedding, gift cards, art and craft supplies. In most instances Executive Management and/or Fund Development staff have accepted the donation or are aware of the donation.

In the event the donation is dropped off with no notice, it is up to the discretion of the Executive Management or Fund Development staff member to accept the donation. If a donation is left at PYR, Executive Management and/or Fund Development staff will determine to accept, donate to a more appropriate organization, or dispose of the items.

Parks Youth Ranch does not accept any form of crypto currency.

Restrictions on Donations— Parks Youth Ranch will not accept donations that:

- a) would result in Parks Youth Ranch losing its status as 501(c)(3) not-for-profit organization;
- b) are too difficult or too expensive to administer in relation to their value;
- c) would result in any unacceptable consequences for Parks Youth Ranch; or
- d) are for purposes outside Parks Youth Ranch mission.



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Decisions on the restrictive nature of a donation, and its acceptance or refusal, shall be made by the Executive Director, in consultation with the Board of Directors. We reserve the right to reject any donation that we feel would compromise our integrity or harm our financial sustainability. Parks Youth Ranch may seek the advice of legal counsel in matters relating to acceptance of donations when appropriate.