



children's advocacy  
centers of texas

## Gift Acceptance Policy

The Board of Directors of Children's Advocacy Centers of Texas (the "Organization") and its staff actively solicit current and deferred gifts from individuals, corporations, and foundations to secure the future growth and mission of the Organization. The following general guidelines should be observed:

- The Organization reserves the right to accept or decline any commitment it is offered.
- All gifts should be made in the name of Children's Advocacy Centers of Texas.
- Gifts will be classified as restricted or unrestricted according to donor stipulations.
- Restricted donations will be accepted if they are not inconsistent with the mission, purpose, and priorities of the Organization.
- Non-liquid assets or assets possessing legal or other characteristics rendering the asset difficult to sell or convert to liquid assets will be reviewed by the CAO and CFO and if necessary, outside legal counsel to determine if the gift should be accepted.
- Gifts from corporations whose core activities may be in direct conflict with the mission or limit the ability to achieve it will not be accepted.
- Gifts received without donor instructions will be presumed unrestricted.

*Gift Acceptance Policy, Cont.*

- Gifts will be valued in accordance with GAAP accounting rules.
- Donor's request for anonymity will be honored at all times.
- Acknowledgement of all gifts made to the Organization and compliance with the current IRS requirements shall be the responsibility of the Advancement Department.
- Donor information will not be made available to anyone outside of the Organization unless it is required by statute or regulation.
- The Organization's relationship with a corporation is not an endorsement of any specific corporation or industry.

The following forms of gifts are generally considered acceptable by the Organization:

- Cash – Acceptable in any form. Checks and Money Orders shall be made payable to Children's Advocacy Centers of Texas.
- Securities – Publicly traded and closely held securities as long as the security does not have a restriction that would prevent it from being converted to cash. Recorded at the fair market value at the time of receipt.
- Tangible Personal Property – Acceptable as long as the property is marketable and there are no restrictions on the use, display or sale of the property. Recorded at the fair market value at the time of receipt.
- Real Estate – Acceptable as long as the property is marketable and there are no restrictions, reservations, easements, or other limitations associated with the property that would prevent the Organization from converting it to cash.
- Bequests – Will not be recorded as gifts until the gift is irrevocable. When the gift is irrevocable, but it is not due until a future date, the present value of the gift will be recorded.
- Life Insurance (including beneficiary designations) – Will not be recorded as gifts until the gift is irrevocable. When the gift is irrevocable, but it is not due until a future date, the present value of the gift will be recorded.

It will be the responsibility of the donor to secure an appraisal, where applicable, and legal counsel for all gifts made to the Organization.