



## FRANKFORD FRIENDS SCHOOL

### **Gift Acceptance Policy**

The purpose of this policy is to govern the acceptance of gifts to Frankford Friends School and to provide guidance to donors and their professional advisors in completing gifts.

Acceptance of any contribution, gift or grant is at the discretion of Frankford Friends School. Frankford Friends School will not accept any gift unless it can be used or expended consistently with the purpose and mission of Frankford Friends School.

No irrevocable gift, whether outright or life-income in character, will be accepted if under any reasonable set of circumstances the gift would jeopardize the donor's financial security.

Frankford Friends School will accept donations of cash or publicly traded securities (the latter through Friends Fiduciary Corp). Gifts of in-kind services will be accepted at the discretion of Frankford Friends School.

Certain other gifts, real property, personal property, in-kind gifts, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed prior to acceptance due to the special obligations raised or liabilities they may pose for Frankford Friends School.

#### **Tax Advice**

Frankford Friends School will refrain from providing advice about the tax or other treatment of gifts and will encourage donors to seek guidance from their own professional advisors to assist them in planning their donations.

#### **Acknowledgment**

Frankford Friends School will provide acknowledgments to donors meeting IRS substantiation requirements for property received by the charity as a gift. 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 Frankford Friends School.

#### **Anonymity**

Frankford Friends School will respect the expressed intent of donors to remain anonymous, restricting information about the donor to only those staff and board members with a need to know.

#### **Restricted Gifts**

When a desire is expressed by a donor to make a gift for a restricted purpose, Frankford Friends School will accept all gifts commensurate with the school's current goals and that would not be unreasonably costly or onerous to administer. In the event that the school finds it impossible or impractical to satisfy the intentions of a donor of a restricted gift, the future of the gift will be clarified in discussions with the donor, and either the gift will be declined, or an alternative solution agreed upon.

04.09.2014

**No Compensation**

Frankford Friends School will not compensate, whether through commissions, finders' fees, or other means, any third party for directing a gift or a donor to Frankford Friends School.

**Investment**

Donations to FFS that are not to be spent in the short-term will be invested according to established FFS investment policies and procedures, including social responsibility and nature of investment vehicle, unless an alternative investment vehicle is approved by the School Committee and Meeting.

**Refund Policy**

By making a charitable gift to Frankford Friends School, the donor understands that charitable donations are not refundable.

**Publication of Donor Names**

The names of all donors may be included in materials such as honor rolls, annual reports, and other appropriate publications, in both print and electronic formats, unless otherwise requested by the donor. The school will not publish the amount of any gift without the permission of the donor. Donors who have made gifts to the school via bequest or other testamentary device are deemed to have granted such permission unless otherwise specified in the gift instrument or other document.