

# Community Recovery Alliance

ADDRESS (TBD)  
Petoskey, MI 49770

## GIFT ACCEPTANCE POLICY

### **Mission**

The mission of Community Recovery Alliance (CRA) is to serve as a resource center for individuals and families impacted by drugs and alcohol addictions, mental illness issues, and incarceration as a result of those issues.

### **Purpose of Policy**

The purpose of this Gift Acceptance Policy is to serve the best interests of both the donor and CRA in all donative opportunities. It is understood that these guidelines cannot cover, in any consistent fashion, all of the circumstances of every past, current, and/or planned gift. Those charged with the development, attraction, and maintenance of gifts to CRA must be given wide latitude in assessing the special conditions related to any particular gift. At the same time, those charged with accepting gifts must insure that the integrity and legal status of CRA and the donor are not compromised. CRA subscribes to the values expressed in *Model Standards of Practice for the Charitable Gift Planner* as adopted by the National Committee for Planned Giving.

### **Authorization to Accept Gifts**

The President of the Board of Directors and/or a future Executive Director is authorized to accept gifts on behalf of the Board of Directors of CRA in accordance with this Gift Acceptance Policy and the provisions of the CRA By-laws and Articles of Incorporation, as amended. Any potential gift that is not covered by this Gift Acceptance Policy, or has a potential value in excess of \$10,000, must be reviewed by the Executive Committee of the Board of Directors for approval and final acceptance.

### **Right of Refusal**

CRA reserves the right to refuse gifts. Examples where the CRA might choose to refuse a gift include:

- Whenever, in the opinion of CRA, the cost, either financial or otherwise, to manage the asset will exceed the benefit of the gift
- Whenever the gift, or the gift purpose, in the opinion of CRA might jeopardize CRA's tax exempt purpose or status

The President of the Board or future Executive Director, acting on behalf of the Board of Directors, has the authority to refuse gifts that do not directly benefit CRA. In cases such that the future benefit of a gift is questionable, the President of the Board or future Executive Director will defer to the Board of Directors as a committee of the whole to make the final decision as to whether to accept or refuse the gift.

### **Types of Funds**

CRA will generally accept gifts to establish or add to the following:

- Unrestricted Operating Fund Gifts: Revenue generated from these gifts will be placed into Operating Fund line items of the CRA Board's choosing, enabling CRA to respond to the changing needs of the community without donor restrictions.
- Field-of-Interest Operating Fund gifts: Revenue generated from these gifts will be applied to the Operating Fund in line items of interest specified by the donor.
- Scholarship Fund Gifts. Revenue generated from these gifts are considered special field-of-interest funds within the Operating Fund and will be used to support educational opportunities for people according to eligibility and selection criteria specified by CRA.

- Endowment Fund Gifts: These funds are restricted to an Endowment Fund of CRA as created and managed by the Endowment Fund Committee of CRA, according to the CRA By-laws and Articles of Incorporation, as amended.
- Capital Fund Gifts: Revenue generated from these gifts are restricted to the Capital Fund of CRA and will be used to lease, maintain, repair, restore and/or expand any capital equipment including office space and/or equipment, any vehicles that might be acquired, and/or toward any capital campaign currently in progress at the time of the gift.

### **Types of gifts**

CRA will accept current and deferred gifts as specified below. Donors must provide a legal name and a complete address so that CRA can comply with IRS and State of Michigan gift substantiation requirements. CRA will maintain donor anonymity if so requested. The date of receipt and valuation of a gift is determined by applicable IRS regulations.

#### **Current gifts:**

- Cash and cash equivalents.
- Publicly traded securities will generally be sold immediately unless the donor requests otherwise.
- Closely held stock will be accepted, sold or held, on a case-by-case basis.
- Tangible personal property will be held by CRA so long as the Board of Directors of CRA considers holding it in keeping with its mission. Tangible personal property, including works of art, jewelry, or other tangible personal property may be accepted by CRA for the following purposes:
  1. For the purpose of being given away by CRA at a future fund raising event of its choosing
  2. For the purpose of being sold at a time in the future that corresponds with the tax-deductibility requirements of the donor, at which time the funds consequent to the sale will be placed into one of the funds identified above
  3. For the purpose of enhancing CRA's ability to meet the challenges of its mission
- Life insurance
- Real property will be evaluated to determine acceptability, and will include an appraisal and a Phase 1 environmental survey, both at donor expense, a title search, and inspection of the property before CRA will consider real property as a gift.
- IRA roll-overs

#### **Planned and Deferred Gifts:**

All planned and deferred gifts to CRA will be coordinated through the President of the Board or any future Executive Director. Anyone contemplating a deferred gift to CRA should consult his or her own financial, legal, and/or tax advisors.

- Charitable Gift Annuities
- Charitable Remainder Trusts
- Charitable Lead Trust
- Retained Life Estate
- Bequests