

## **Gift Solicitation and Acceptance Policy\***

**Adopted October 12, 2014**

The Joseph T. Simpson Public Library solicits and accepts gifts that are consistent with the Joseph T. Simpson Public Library's Vision and Mission statements supporting its core programs (children, teens, adults, library collection, technology, and events) as well as special projects.

The Joseph T. Simpson Public Library's solicitations will be accurate, truthful, and candid. Solicitation materials shall follow all federal and state requirements for solicitation.

Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, without limitation – unless acceptance of gifts from a specific source is inconsistent with the mission of the Joseph T. Simpson Public Library.

In the course of its regular fundraising activities, the Joseph T. Simpson Public Library will accept donations of the following: money, securities, real property, personal property, and in kind donations such as sponsorships of library activities or provision of services.

Certain types of gifts must be reviewed prior to their acceptance because they will create liabilities or impose special obligations on the Joseph T. Simpson Public Library. The types of gifts that will require review, and the review process, are as follows:

- Gifts of real property – land and/or buildings may only be accepted upon approval of the Library Board of Trustees and its designated committee
- Gifts of personal property – personal property such as automobiles, furniture, or business equipment, may only be accepted upon approval of the Executive Director, unless insurance or other related financial obligations will be undertaken in which case the gift must also be approved by the Library Board of Trustees
- Gifts of securities – stocks, bonds, or other securities may only be accepted upon approval of the Executive Director and the Finance Committee
- Restricted gifts – gifts that may only be used for restricted purposes may only be accepted upon approval of the Board of Trustees
- Unusual gifts – gifts that are out of the ordinary, such that they differ significantly from the amounts or types that are routinely received by the organization, may only be accepted upon approval of the Board of Trustees

- Sponsorships – a mutually beneficial exchange between the library and a sponsor, whereby, the sponsor contributes funds, products, or services of defined values to the library, and, in turn, receives recognition, acknowledgement, or other promotional considerations may only be accepted upon the approval of the Executive Director. Sponsors are provided with a level of recognition commensurate with their contribution. Sponsorships do not constitute library endorsement of the sponsor or services. The sponsor is responsible for its own determination of deductibility and gift valuations for tax purposes

After accepting non-cash donations, the Executive Director in conjunction with the Finance Committee and the Board of Trustees will determine the best course of action for management of this income in accordance with its current policies and procedures as well as market conditions.

The Joseph T. Simpson Public Library may elect to refuse gifts of cash, securities, real estate, or other items of value if there is reason to believe that such gifts are incompatible with the mission of the library or would create a financial, administrative, or programmatic burden. The Executive Director is directed to refer questionable gifts to the Board of Trustees for guidance on a case-by-case basis. Library employees of the organization are encouraged to bring to the attention of the Executive Director any concerns they may have about the appropriateness of accepting any gift.

The Joseph T. Simpson Public Library will elect to refuse gifts of any type if the potential gift poses a conflict of interest – including but not limited to real conflicts of interest, appearance of conflicts of interest, or perceived conflicts of interest, unless the potential conflict can be resolved before acceptance of the gift.

The Joseph T. Simpson Public Library follows the Donor Bill of Rights (developed by the American Association of Fund Raising Counsel, Association of Healthcare Philanthropies, the Council of Advancement and Support of Education, and the Association of Fundraising Professionals).

When funds are accepted with restrictions, restrictions will be honored.

Requests by donors to remain anonymous, have their names removed from mailing lists, or restrict appeals will be honored. Information about donors that should be private will not be made public. Donors will not be subjected to excessive pressure when solicited for contributions.

The Joseph T. Simpson Public Library does not pay fundraisers based on a percentage of the amount raised or other commission formulas. The Joseph T. Simpson Public Library only hires fundraisers and fundraising counsel who are properly registered with the Commonwealth of Pennsylvania's Bureau of Charitable Organizations.

The Executive Director will approve all fundraising activities conducted by any staff, volunteers, consultants, contractors, board members, and others soliciting on behalf of the organization.

\* Modified from Maryland Association of Nonprofits, 1999-2000