



Gift Acceptance Policy

La Casa Hogar (“La Casa”) solicits and accepts gifts for purposes that will help the organization further and fulfill its mission: “To connect and educate Latina families to transform lives and our Yakima Valley.” La Casa urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. The following policies and guidelines govern acceptance of gifts made to La Casa for the benefit of any of its operations, programs or services.

Use of Legal Counsel—La Casa Hogar will seek the advice of legal counsel and the Board of Directors in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- A. Gifts of securities that are subject to restrictions or buy-sell agreements.
- B. Documents naming La Casa Hogar as trustee or requiring La Casa Hogar to act in any fiduciary capacity.
- C. Gifts requiring La Casa Hogar to assume financial or other obligations.
- D. Transactions with potential conflicts of interest.
- E. Gifts of property which may be subject to environmental or other regulatory restrictions.

Restrictions on Gifts—La Casa Hogar will not accept gifts that (a) would result in La Casa violating its by-laws and/or article of incorporation, (b) would result in La Casa losing its status as a 501(c)(3) not-for-profit organization, (c) are too difficult or too expensive to administer in relation to their value, (d) would result in any unacceptable consequences for La Casa, or (e) are for purposes outside La Casa’s mission. Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Executive Committee of the Board of Directors, in consultation with the Executive Director, and will be finalized with consensus from the Board of Directors in entirety.

Gifts Generally Accepted Without Review—

- *Cash*. Cash gifts are acceptable in any form, including by check, money order, credit card, or on-line. Donors wishing to make a gift 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.
- *Marketable Securities (Stock)*. Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor’s endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly (defined as within 1 business day) upon receipt unless otherwise directed by La Casa Hogar’s Executive Committee, in coordination with the Executive Director. In some cases marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the Executive Committee.

- *Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans.* Donors are encouraged to make bequests to La Casa Hogar under their wills, and to name La Casa Hogar as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.
- *Charitable Remainder Trusts.* La Casa Hogar will accept designation as a remainder beneficiary of charitable remainder trusts.
- *Charitable Lead Trusts.* La Casa Hogar will accept designation as an income beneficiary of charitable lead trusts.

Gifts Accepted Subject to Prior Review—Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

- *Tangible Personal Property.* The Executive Committee shall review and determine whether to accept any gifts 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?
- *Life Insurance.* La Casa Hogar will accept gifts of life insurance where La Casa Hogar 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.
- *Real Estate.* All gifts of real estate are subject to review by the Executive Committee. Prior to acceptance of any gift of real estate other than a personal residence, La Casa Hogar 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 gifts of real estate include: Is the property useful for the organization's purposes? Is the property readily marketable? Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property? Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property? Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

General Considerations When Accepting Gifts:

When considering whether to solicit or accept gifts, the organization will consider the following factors:

- *Values*—whether the acceptance of the gift compromises any of the core values of La Casa
- *Compatibility*—Whether there is compatibility between the intent of the donor and the organization's use of the gift
- *Public Relationships*—whether acceptance of the gift damage the reputation of La Casa
- *Primary Benefit*—whether the primary benefit is to La Casa Hogar, versus the donor
- *Consistency*—is acceptance of the gift consistent with prior practice?
- *Form of Gift*—Is the gift offered in a form that La Casa can use without incurring substantial expense or difficulty?
- *Effect on Future Giving*—Will the gift encourage or discourage future gifts?

All final decisions regarding gift acceptance will be made by the Executive Committee of the Board of Directors, in coordination with the Executive Director, and are subject to a final vote by the entire Board of Directors.