
FUNDRAISING AND GIFT ACCEPTANCE POLICIES AND GUIDELINES

PURPOSE

Wyman Center, Inc. (aka Wyman), a 501(c)(3) not-for-profit organization incorporated under the laws of the State of Missouri, encourages the solicitation and acceptance of gifts to Wyman for purposes that will help further and fulfill its mission. The following policies and guidelines provide oversight of fundraising activities, and the acceptance of gifts made to Wyman and provide guidance to prospective donors and their advisors when making gifts to Wyman. The provisions of these policies shall apply to all gifts received by Wyman for general operations as well as any of its programs or services.

MISSION

Wyman's mission is to connect teens to their voices, their strengths and their futures through proven programs and supports.

POLICY

I. Use of Legal Counsel

Wyman shall seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

1. Closely held stock transfers that are subject to restrictions or buy-sell agreements.
2. Documents naming Wyman as Trustee.
3. Gifts involving contracts, such as bargain sales or other documents requiring Wyman to assume an obligation.
4. Transactions with potential conflict of interest that may invoke IRS sanctions.
5. Other instances in which use of counsel is deemed appropriate by the Donor Engagement or Finance Committees.

II. Conflict of Interest

Wyman will urge all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences. Wyman will comply with the [AFP Code of Standards](#).

III. The Donor Engagement Committee

The Donor Engagement Committee of Wyman's Board of Trustees shall be charged with oversight of all fundraising activities and with determining the suitability of gifts as referenced within this policy. This includes properly screening and accepting those gifts and making recommendations to the Board of Trustees on gift acceptance issues when appropriate.

The Donor Engagement Committee shall consist of members of Wyman's Board of Trustees, the Chief Officer – Donor Engagement and Communication, community volunteers, and members of the Donor

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Engagement Team as requested by the Chief Officer. On matters concerning gift acceptance issues, Wyman's President and CEO and Senior Director, Finance will join the committee.

IV. Restrictions on Gifts

Wyman will accept unrestricted gifts and gifts for specific programs and purposes, provided that such gifts are consistent with their stated mission, purposes, and priorities. Wyman will not accept gifts that are deemed too restrictive in purpose. Gifts that are too restrictive are those that violate the terms of the corporate charter, gifts that are too difficult to administer, or gifts that are for purposes outside the mission.

Gifts restricted for specific programs and purposes by the donor shall be recorded and spent on those programs and purposes. The Senior Director, Finance is responsible for tracking restricted net assets and maintains a schedule for each type of restriction. As restricted contributions are received, they are coded as such by Donor Engagement to ensure they are properly recorded. Each restricted contribution is added to the Senior Director, Finance's systems as received, and restricted funds are reconciled between Finance and Donor Engagement monthly. If the restricted contribution has expenses associated with them that satisfy the restriction, the Senior Director, Finance reviews monthly expenses and releases restrictions accordingly. The Finance Committee also reviews board level financial statements bi-monthly, which includes restricted revenue information.

All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Donor Engagement Committee with input from the Finance Committee as appropriate.

V. Gifts from Potentially Controversial Sources

In the instance Wyman could receive or pursue gifts from potentially controversial sources (i.e. tobacco, alcohol, sources identified as unacceptable via our investment policy, etc.), the opportunity will be vetted by the Donor Engagement Committee. The Committee will review the terms and restrictions of the gift and any potential gift recognition opportunities and make a recommendation to the Executive Committee of the Board. Wyman will not endorse any product/service related to the gift.

VI. Gift Acceptance and Acknowledgments

Once a gift is accepted, it shall be recorded by both the Finance and Donor Engagement Teams in their respective databases and coded to the applicable fund, noting restrictions, as necessary. The current Funds that gifts shall be coded to are Annual Fund, Capital Campaign, Endowment, Gala, Grants, and Trivia.

Gifts shall be acknowledged within a week of receipt. Once a gift is recorded by the Donor Engagement Team, an acknowledgment letter and tax receipt (as applicable) are produced and signed by the noted acknowledger. Additional acknowledgments may be made if deemed necessary. These can include:

- A handwritten thank you note.

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- An email or phone call expressing gratitude from a member of the Donor Engagement Committee.
- An email or phone call expressing gratitude from the Board Chair or trustees.

VII. Donor Confidentiality

Wyman will respect all confidentiality requests made by donors. In keeping with the AFP Code of Ethical Standards, Wyman shall:

- Not disclose privileged or confidential information to unauthorized parties.
- Adhere to the principle that all donor and prospect information created by, or on behalf of, Wyman is the property of Wyman, and that information will not be distributed outside of the organization.
- Give donors and clients the opportunity to have their names removed from all public acknowledgments of their gifts and remain anonymous. If a donor requests that they remain anonymous, their name(s) will not be published on Wyman's website or in newsletters, articles, annual reports, or any other publicly available documents. The gift will be recognized as from "Anonymous." Additionally, their identity shall remain anonymous to all staff, except those deemed essential.

To ensure that all confidential information concerning donors is protected, only members of the organization who are considered "Fundraisers" (i.e. members of the Donor Engagement Team and the Executive Leadership Team) shall be given access to the fundraising database. Additionally, as donors request to remain anonymous, their records within the fundraising database will be immediately marked as "Anonymous" to prevent their information from being published.

VIII. Types of Gifts

The following gifts are acceptable, and the described criteria govern the acceptance of each gift form:

1. **Cash:** Cash is acceptable in any form. Checks shall be made payable to Wyman Center or Wyman and shall be delivered to 600 Kiwanis Drive, Eureka, MO 63025. Credit card gifts (*all major credit cards accepted*) can be made via Wyman's [website](#). Online gifts can also be made via Venmo, PayPal, GooglePay or ApplePay. Donors will have the opportunity to cover transaction costs for online gifts.
2. **Securities:** Wyman can accept both publicly traded securities and closely held securities.
 - a. *Publicly Traded Securities:* Marketable securities may be transferred to an account maintained at one or more brokerage firms or delivered physically with the transferor's signature or stock power attached. As a rule, all marketable securities shall be sold upon receipt unless otherwise directed by the Finance Committee.

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- b. *Closely Held Securities*: Closely held securities, which include not only debt and equity positions in non-publicly traded companies but also interests in LLPs and LLCs or other ownership forms, can be accepted subject to the approval of the Donor Engagement Committee. However, gifts must be reviewed prior to acceptance to determine that:
 - i. There are no restrictions on the security that would prevent Wyman from ultimately converting those assets into cash.
 - ii. The security is marketable.
 - iii. The security will not generate any undesirable tax consequences for Wyman.
- 3. **Cryptocurrency**: Wyman will accept donations of cryptocurrency in alignment with its mission and values, subject to the following conditions:
 - a. Donor Intent: Cryptocurrency donations must be made with charitable intent, without any expectation of financial return or influence over organizational decisions.
 - b. Compliance: All donations must comply with applicable laws, including IRS regulations and anti-money laundering requirements.

Cryptocurrency donations will only be accepted through a reputable and secure third-party payment processor or exchange (e.g., Coinbase, BitPay, The Giving Block). As a rule, all cryptocurrencies shall be converted to cash upon receipt unless otherwise directed by the Finance Committee. The value of the donation will be recorded based on the fair market value at the time of receipt, as determined by the exchange rate on the platform used for conversion.

Donors will receive a standard charitable contribution acknowledgment letter. The acknowledgment will not include the cash value of the donation, but will describe the asset received (e.g., “One donation of 0.25 BTC”). Donors are responsible for determining the fair market value of the gift for tax purposes and for any required IRS filings (e.g., Form 8283 and possibly Form 8282 by the Organization).

Cryptocurrency refers to digital or virtual currencies that use cryptography for security and operate independently of a central bank. Examples include Bitcoin (BTC), Ethereum (ETH), and other widely traded cryptocurrencies.

- 4. **Donor Advised Funds (DAFs)**: Wyman accepts gifts from DAFs that are irrevocable and unrestricted, or that are restricted in a manner consistent with their mission and policies.

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Wyman will not accept DAF grants that are intended to provide more than incidental benefit to the donor or related parties (e.g., event tickets, sponsorships with benefits, memberships with privileges), in accordance with IRS rules. Wyman does not accept DAF grants that are contingent on providing goods or services to the donor or any third party.

Wyman will acknowledge DAF gifts with a written letter to the sponsoring organization (e.g., Fidelity Charitable) and a separate courtesy acknowledgment to the donor who recommended the gift. The acknowledgment will state that no goods or services were provided in exchange for the contribution and that the donation was made from a Donor-Advised Fund. The acknowledgment letter will not qualify as a tax receipt since the sponsoring organization is the legal donor.

A Donor-Advised Fund is a philanthropic vehicle established at a public charity (e.g., a community foundation, Fidelity Charitable, Schwab Charitable, etc.) that allows donors to make charitable contributions, receive an immediate tax benefit, and recommend grants over time from the fund.

5. **IRA Gifts and Qualified Charitable Distributions (QCDs):** Wyman will accept IRA gifts that meet the following conditions:
- The donor must be at least 70½ years old at the time of distribution.
 - The distribution must be made directly from the IRA custodian to Wyman to qualify as a QCD.
 - The gift must be eligible under IRS rules (e.g., not to a donor-advised fund, supporting organization, or private foundation).

IRA distributions will generally be accepted as unrestricted gifts, unless the donor has arranged for specific approved restrictions in advance. Wyman cannot provide goods or services in exchange for an IRA gift, including event tickets or auction items.

A Qualified Charitable Distribution (QCD) is a direct transfer of funds from an Individual Retirement Account (IRA) by a donor of age 70½ or older to a qualified 501(c)(3) charitable organization, up to \$100,000 per calendar year (or the current IRS limit).

6. **Matching Gifts:** Wyman accepts matching gifts from verified matching gift programs. The original donation must be made by an individual donor to Wyman and must qualify as a tax-deductible charitable gift. Matching gifts are subject to the policies and guidelines of the matching entity.

Matching gifts will be used in accordance with the designation of the original donor, unless the matching gift entity requires different terms. If the original gift is unrestricted, the matching gift will also be treated as unrestricted, unless specified otherwise.

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Wyman may decline a matching gift if: 1.) The original gift does not meet Wyman's gift acceptance criteria. 2.) Wyman reserves the right to refuse any matching gift as outlined in Section IX.5 below.

A matching gift is a donation made by a third party (typically an employer) to match, in whole or in part, a contribution made by an individual donor.

7. **Tangible Personal Property:** All other gifts of tangible personal property shall be examined considering the following criteria:
- Does the property fulfill the mission of Wyman?
 - Is the property marketable?
 - Are there any undue restrictions on the use, display, or sale of the property?
 - Are there any carrying costs for the property?

The final determination on the acceptance of other tangible property gifts shall be made by the Donor Engagement Committee, as appropriate, with input from the Finance Committee, as appropriate.

8. **Real Estate:** Gifts of real estate may include developed property, undeveloped property, or gifts subject to prior life interest. Due to the expense associated with gifts of real estate, only gifts valued at more than \$25,000 will be accepted. Prior to acceptance of real estate, Wyman shall require an initial environmental review of the property to ensure that the property has no environmental damage. If the initial inspection reveals a potential problem, Wyman shall retain a qualified inspection firm to conduct an environmental audit. The cost of the environmental audit shall generally be an *expense of the donor*. In addition, the donor must provide the following documents:
- Real Estate Deed
 - Real Estate Tax Bill
 - Plot Plan
 - Substantiation of zoning status

When appropriate, a title binder shall be obtained by Wyman prior to the acceptance of the real property gift. The cost of this title binder shall generally be an *expense of the donor*.

Prior to acceptance of the real property, the gift shall be approved by Wyman's Donor Engagement Committee, Finance Committee, Executive Committee, and legal counsel.

Criteria for acceptance of the property shall include:

- Is the property useful for the purposes of Wyman?
- Is the property marketable?
- Are there any restrictions, reservations, easements, or other limitations associated with the property?

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- d. Are there carrying costs, which may include insurance, property taxes, mortgages, or notes, etc., associated with the property?
 - e. Does the environmental audit reflect that the property is not damaged?
- 9. **Remainder Interests in Property:** Wyman will accept a remainder interest in a personal residence, farm, or vacation property subject to the provisions of paragraph 4 above. The donor or other occupants may continue to occupy the real property for the duration of the stated life. At the end of the stated life, Wyman may use the property or reduce it to cash. Where Wyman receives a gift of a remainder of interest, expenses for maintenance, real estate taxes, and any property indebtedness are to be paid by the donor or primary beneficiary.
- 10. **Bargain Sales:** Wyman will enter into a bargain sale arrangement in instances in which the bargain sale furthers Wyman's mission and purposes. A bargain sale is a simple agreement in which you sell securities, real estate, tangible personal property, or other assets to Wyman for less than their current value. **All bargain sales must be reviewed and approved by the Board of Trustees.** Factors used in determining the appropriateness of the transaction include:
 - a. Wyman must obtain an independent appraisal substantiating the value of the property.
 - b. Wyman must determine the debt ratio.
 - c. Wyman must determine whether it will use the property, or that there is a market for sale of the property allowing sale within a defined period.
 - d. Wyman must calculate the costs to safeguard, insure, and expense the property (including property tax, if applicable) during the holding period.
- 11. **Life Insurance:** Wyman must be named as both beneficiary and irrevocable owner of an insurance policy before a life insurance policy can be recorded as a gift. The gift is valued at its interpolated terminal reserve value, or cash surrender value, upon receipt. If the donor contributes future premium payments, Wyman will include the entire amount of the additional premium payment as a gift in the year that it is made. If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, Wyman may:
 - a. Continue to pay the premiums;
 - b. Convert the policy to paid up insurance; or
 - c. Surrender the policy for its current cash value.
- 12. **Charitable Gift Annuities:** Wyman may offer charitable gift annuities. The minimum gift for funding is \$25,000. Wyman's President/CEO may make exceptions to this minimum. The minimum age for life income beneficiaries of a gift annuity shall be 55. Where a deferred gift

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annuity is offered, the minimum age for life income beneficiaries shall be 45. No more than two life income beneficiaries will be permitted for any gift annuity. Annuity payments may be made on a quarterly, semi-annual, or annual schedule. Wyman's President/CEO may approve exceptions to this payment schedule.

Charitable gift annuities funded by the contribution of real estate, tangible personal property, or any other illiquid asset may require a waiting period of up to 5 years before the commencement of annuity payments to provide Wyman with sufficient opportunity to liquidate the asset or otherwise arrange funds to satisfy future annuity payments. The President/CEO of Wyman, after consulting with the Donor Engagement and Finance Committees should it be deemed appropriate, shall approve these arrangements.

Funds contributed in exchange for a gift annuity shall be set aside and invested during the term of the annuity payments. Once those payments have terminated, the funds representing the remaining principal contributed in exchange for the gift annuity shall be transferred to Wyman's general endowment fund, or to such specific fund as designated by the donor.

A Charitable Gift Annuity is a gift vehicle that involves a contract between a donor and a charity, whereby the donor transfers cash or property to the charity in exchange for a partial tax deduction and a lifetime stream of annual income from the charity. When the donor dies, the charity keeps the gift. The amount of the income stream is determined by many factors including the donor's age and the policy of the charity. Most charities use payout rates defined by the American Council on Gift Annuities.

- 13. Charitable Remainder Trusts:** Wyman may accept designation as remainder beneficiary of a charitable remainder trust with the approval of the Donor Engagement Committee. **Wyman will not accept appointments as Trustee of a charitable remainder trust.**

Charitable Remainder Trusts are irrevocable structures established by a donor to provide an income stream to the income beneficiary, while the public charity or private foundation receives the remainder of the value when the trust terminates. These "split interest" trusts are normally tax-exempt. Payments are generally a fixed amount (charitable remainder annuity trust) or a percentage of trust principal (charitable remainder unitrust), to whomever the donor chooses to receive income.

- 14. Charitable Lead Trusts:** Wyman may accept a designation as income beneficiary of a charitable lead trust. **Wyman's Board of Trustees will not accept an appointment as Trustee of a charitable lead trust.**

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Charitable Lead Trusts make payments, either of a fixed amount (charitable lead annuity trust) or a percentage of trust principal (charitable lead unitrust), to the charity during its term. At the end of the trust term, the remainder can either go back to the donor or to heirs named by the donor.

15. **Retirement Plan Beneficiary Designations:** Donors and supporters of Wyman will be encouraged to name Wyman as beneficiary of their retirement plans. Such designations will not be recorded as gifts to Wyman until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.
16. **Bequests:** Donors and supporters of Wyman will be encouraged to make bequests to Wyman under their wills and trusts. Such bequests will not be recorded as gifts to Wyman until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable. In 2018, Wyman's Board of Trustees approved an update directing significant bequests to operating reserves, unless otherwise designated by the donor, to contribute to rebuilding reserves. Wyman's President and CEO may recommend undesignated bequests for alternative uses in the best interest of the organization.

Wyman also has a partnership with [FreeWill](#) that provides individuals with the opportunity to create a legal will for no cost.

17. **Life Insurance Beneficiary Designations:** Donors and supporters of Wyman will be encouraged to name Wyman as beneficiary or contingent beneficiary of their life insurance policies. Such designations shall not be recorded as gifts to Wyman until such time as the gift is irrevocable. Where the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

IX. Miscellaneous Provisions

1. **Securing appraisals and legal fees for gifts made to Wyman:** It will be the responsibility of the donor to secure an appraisal (where required) and independent legal counsel for all gifts made to Wyman.
2. **Valuation of gifts for development purposes:** Wyman will record a gift received at its valuation for gift purposes on the date of the gift.
3. **Responsibility for IRS Filings upon sale of gift items:** Wyman's office of Finance is responsible for filing IRS Form 8282 upon the sale or disposition of any asset sold within two years of receipt by Wyman when the charitable deduction value of the item is more than

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\$5,000. Wyman must file this form within 125 days of the date of sale or disposition of the asset. Form 8282 with Filing Instructions is attached as Appendix A to these policies.

4. **Acknowledgment of all gifts:** Acknowledgement of gifts made to Wyman and compliance with the current IRS requirements in acknowledgement of such gifts shall be the responsibility of the Donor Engagement office of Wyman. IRS Publication 561 ***Determining the Value of Donated Property*** and IRS Publication 526 ***Charitable Contributions*** are attached to these policies as **Appendix B and C**, respectively.
5. **Refusal of gifts:** Wyman reserves the right to decline any gift for any reason, including, without limitation, to the extent that Wyman determines, in its sole discretion, that the gift: (i) includes conditions or restrictions the Organization cannot meet; (ii) conflicts with the Organization's mission or goals; or (iii) presents potential reputational, legal, financial, or other risk to the Organization.

Policy Name:	Gift Acceptance Policies and Guidelines
Domain:	
Policy Location:	
Date of Adoption:	10/28/10
Effective Date:	10/28/10
Date(s) or Revision:	9/14/12; 7/23/19; 9/5/19; 7/15/25
COA Standards	ETH 3


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APPENDIX A IRS Form 8282

This is for nonprofits who sell, exchange, or dispose of a donated item within 3 years of receiving it, when that item was valued over \$5,000 and reported on a donor's Form 8283.

The organization must file Form 8282 within 125 days of the sale or disposition.

A copy must also be sent to the donor.

 Link to Form 8282 (PDF):
<https://www.irs.gov/pub/irs-pdf/f8282.pdf>

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APPENDIX B

IRS Publication 561 *Determining the Value of Donated Property*

Purpose: Provides guidance on how donors should determine the fair market value (FMV) of property donated to charitable organizations.

Key Topics Covered:

Fair Market Value (FMV): Defined as the price a willing buyer would pay a willing seller, neither being under any compulsion to buy or sell and both having reasonable knowledge of relevant facts.

Guidance is provided for: household items, vehicles, real estate, securities, artwork and collectibles, and business interests.

Appraisal Requirements: For donations of property (not cash) over \$5,000, a qualified appraisal is generally required, and Form 8283 must be filed.

Factors Affecting Value: Includes physical condition, location, and market demand.

 Link to Publication 561 (PDF):
<https://www.irs.gov/pub/irs-pdf/p561.pdf>

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APPENDIX C

IRS Publication 526 *Charitable Contributions*

Purpose: Explains how individual taxpayers can deduct charitable contributions and the rules around various types of gifts.

Key Topics Covered:

- What Contributions Are Deductible: cash donations, property donations, out-of-pocket expenses for volunteering, qualified charitable distributions (QCDs) from IRAs.
- Limits on Deductions: Typically, 60% of adjusted gross income (AGI) for cash contributions to public charities, with other limits for property or certain organizations.

Recordkeeping and Substantiation Requirements for:

- Gifts under \$250
- Gifts of \$250 or more
- Non-cash gifts (with Form 8283 for higher-value items)
- Donor-Advised Funds and QCDs
- Special rules on what qualifies and what doesn't (e.g., DAFs cannot provide personal benefit to the donor).



Link to Publication 526 (PDF):

<https://www.irs.gov/pub/irs-pdf/p526.pdf>