

Gift Acceptance Policy

Fulbright Association

The Fulbright Association's (FA) mission is to continue and extend the Fulbright tradition of education, advocacy and service. FA's vision to be a catalyst for a peaceful and interconnected world inspired by international educational exchange. We respect all peoples and cultures, value diversity and are committed to international education and mutual understanding.

Purpose

The purpose of this gift acceptance policy is to further FA's mission by governing the acceptance of gifts to FA and providing guidance to donors and their professional advisors in completing gifts.

This policy aids donors in understanding the following:

- Philanthropic support for FA is obtained only for programs and activities consistent with its mission
- Donor-restricted gifts are only approved if they are not over-restrictive in nature
- Donor-restricted gifts are used to fulfill the donor's intent

Donor's Use of Legal Counsel

FA 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. FA does not offer legal or tax advice to donors.

Fulbright Association's Use of Legal Counsel

FA will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for (but not limited to):

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

Conflicts of Interest

Members of the Board of Directors must avoid personal conflicts of interest and are required to sign annual conflict of interest statements. Employees and members of the Board of Directors shall not receive commissions or other fees on outright or planned gifts.

Privacy

FA is committed to respecting the privacy of donors. The types of donor information that it collects and maintains are as follows:

- contact information (name, address, telephone number, and email address)
- giving information

- information on events attended, publications received, and special requests for program information
- information provided by the donor in the form of comments and suggestions

FA uses donors' information to understand their interests in its mission and to update them on the Association's plans and activities. It is shared with staff, board members, volunteers, and consultants only on a "need-to-know" basis. The Association also assures donors that their names and addresses will not be shared with any third party unless permission has been granted.

For those who do not wish to be included on a mailing list, donors should contact FA to have their names removed.

Recognition

The Association will recognize donors for their support in a variety of ways, both physical, such as signage and print materials, and electronic, such as websites and email communications.

For those who do not wish to be publicly recognized, donors should contact FA to have their names removed or their listing updated to read "Anonymous."

Use of Gifts

FA solicits and accepts gifts to support its programs for purposes that will help the Association further and fulfill its mission.

FA's Executive Director in consultation with the Executive Committee of the FA Board of Directors will make all recommendations and decisions regarding the review of gifts as indicated below.

Gift Designation

Gifts to FA are generally solicited as unrestricted, to be used for programs and operations without restriction.

FA does allow for donors to direct gift to specific programming to a limited degree as program-specific gifts and endowment gifts.

Program-specific Gifts: Program-specific gifts are made for current operating purposes but restricted by donors or other outside agencies as to the specific purpose for which they may be expended. Donors may designate these gifts for use at the discretion of a FA-sponsored program (e.g., Fulbright in the Classroom) or for use on a specific project. Any greater detail of gift restriction is subject to the approval of the Executive Director in consultation with the Executive Committee. Please see Attachment A: Sample Restricted Gift Template for guidance regarding designing program-specific gifts.

Endowment Gifts: FA will accept gifts designated to its endowment. The endowment provides support for long-range, baseline operations and for the creation of new, Board-approved strategic programs and initiatives. Gifts to already existing endowments are accepted at any level. The creation of a new named endowment requires a minimum gift of \$50,000. The Named Endowed Funds Policy section below provides further detail for these

gifts. Please see Attachment B: Fulbright Association Endowment Agreement for agreement stipulations.

Named Endowed Funds

The Association will accept gifts to endow a fund for specific purposes consistent with its mission. The endowment is managed professionally and overseen by the Board's Finance Committee, in accordance with the investment policy of the Association.

Endowed funds of \$50,000 or more may be named for the donor, pending approval by the Development and Executive committees. Fund payments may be made over multiple dates, per the timeline established in a donor's Endowment Agreement (Attachment B). FA reserves the right to refuse any named gift that is inconsistent with the mission or image of the Association.

Gifts Generally Accepted Without Review

Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans: Donors are encouraged to make gifts to FA under their wills, and to name FA as the beneficiary under trusts, life insurance policies, commercial annuities, and retirement plans.

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.

Charitable Lead Trusts: FA will accept designation as an income beneficiary of charitable lead trusts.

Charitable Remainder Trusts: FA will accept designation as a remainder beneficiary of charitable remainder trusts.

Marketable Securities: 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 upon receipt unless otherwise directed by FA's Finance Committee. 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 Development and Executive committees.

Gifts Accepted Subject to 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 Development and Executive committees shall review and determine whether to accept any gifts of tangible personal property in light of the following

considerations: Does the property further the Association'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 Association may be responsible? Is the title/provenance of the property clear?

Life Insurance: FA will accept gifts of life insurance where FA 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 Development and Executive committees. Prior to acceptance of any gift of real estate other than a personal residence, FA shall require an initial environmental review by a qualified environmental firm. If the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit.

Gifts Not Accepted by the Fulbright Association

FA will not accept a gift under one or more the following conditions:

- Acceptance of the gift would result in FA violating its corporate charter,
- Acceptance of the would result in FA losing its status as an IRC § 501(c)(3) not-for-profit organization,
- Acceptance of the gift would be too difficult or too expensive to administer in relation to their value,
- Acceptance of the gift is for purposes outside FA's mission, or
- Acceptance of the gift would damage FA's reputation, or
- Acceptance of the gift would result in any unacceptable negative consequences for FA.

Decisions on the restrictive nature of a gift of \$5,000 or under and its acceptance or refusal shall be made by the Executive Director.

Decisions on the restrictive nature of a gift of more than \$5,000 and its acceptance or refusal shall be made by the Executive Director in consultation with the Executive Committee as required.

Gift Beneficiaries

Donors have no role in selecting beneficiaries of their gift. Donors and board members can serve on selection committees for other gifts.

Annual Review

This policy will be reviewed annually by FA's Development Committee and updated as needed to best serve donors and meet FA's mission.

Donor Bill of Rights

FA adheres to the Donor Bill of Rights, which was developed by the American Association of Fund-Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Council for

Advancement and Support of Education (CASE), and the Association of Fundraising Professionals (AFP), and adopted in November 1993.

Donor Bill of Rights

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

I. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.

II. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.

III. To have access to the organization's most recent financial statements.

IV. To be assured their gifts will be used for the purposes for which they were given.

V. To receive appropriate acknowledgment and recognition.

VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.

VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.