

Cumberland Valley Eagle Foundation Gift Acceptance Policies & Guidelines

The Cumberland Valley Eagle Foundation (“Foundation”), a not-for-profit organization organized under the laws of Pennsylvania, encourages the solicitation and acceptance of gifts for purposes that will help the Foundation to further and fulfill its mission. A “gift” means a voluntary transfer of cash or property from an individual, company or other source, to the Foundation, for either unrestricted or restricted utilization, without expectation of return, and for no consideration other than appropriate public and/or token recognition. The following policies and guidelines govern acceptance of gifts made to the Foundation.

The mission of the Foundation is to supplement the academic, cultural, athletic, and activity programs of the Cumberland Valley School District by offering, supporting, or underwriting experiences that enrich and enhance the lives of the young people and adults of our community.

I. Purpose of Policies and Guidelines

The Board of Directors of the Foundation (“Board”) and its staff solicit current and deferred gifts from individuals, corporations, and other sources for current programming and to secure future growth and missions of the Foundation. These policies and guidelines govern the acceptance of gifts by the Foundation and provide guidance to prospective donors and their advisors when making gifts to the Foundation. The provisions of these policies shall apply to all gifts received by the Foundation for any of its programs or services.

II. Limitations/Restrictions on Gifts

The Foundation encourages and prefers donations of unrestricted gifts.

The Foundation will accept gifts restricted for specific or designated programs and purposes, provided that such gifts are consistent with its stated mission and priorities. The Foundation will not accept gifts that are too restrictive in purpose. Gifts can be too restrictive if, for example, they are limited to benefiting only particular individuals, limited to an overly narrow purpose, or unduly restrict the decision-making discretion of the Board. Where possible, restrictive gifts should be limited to existing Foundation programs or designated broadly for use within academic, cultural, athletic or activity programming.

Restrictions on gifts are subject to the following provisions:

- Restricted funds should be given in support of the Foundation’s mission and should not represent the intent of the donor to exercise his or her own desires for initiation or management of a particular program or activity.

- Ownership of gifts to the Foundation vests in the Foundation, whether said gifts are for the Foundation generally or for a restricted purpose, and the donor relinquishes complete control over use of the gift.
- The Foundation may see fit to terminate restrictions on a gift due to circumstances that make the restriction no longer practical, including, but not limited to, termination of a Foundation program, the restriction being no longer consistent with the Foundation’s mission, or circumstances that require a fundamental change in the Foundation’s funding priorities. If a restriction is terminated, the Foundation shall endeavor to advise the donor and shall use the funds for purposes that reflect as nearly as possible the original restriction.

All final decisions on the restrictive nature of a gift and its acceptance or refusal, shall be made by the Board or by a Gift Acceptance Committee created by the Board.

III. Types of Gifts

As a general policy, the Foundation will accept gifts of any amount that will help further its mission, including gifts from individuals, companies, foundations, estates, trusts or other sources, and through insurance policies. The Foundation reserves the right to refuse any gift that it believes is not in the best interests of the Foundation. Questions or requests for further information about a particular type of gift should be directed to the Foundation’s Executive Director.

The following guidelines apply to gifts to the Foundation:

- A. Cash gifts are encouraged and checks should be made payable to “Eagle Foundation.”
- B. Gifts of tangible personal property (other than donations to Touch of the Valley) present practical issues to the Foundation because of potential storage and care concerns, insurance and other carrying costs, and administrative burdens. Gifts of tangible personal property will be accepted only upon approval by the Board. In general, the gift should be readily marketable, and it shall be the goal of the Foundation to convert the gift to cash as promptly as possible. A donor wishing to donate tangible personal property to the Foundation shall be advised of the Foundation’s intent to convert the property to cash.

If a gift of tangible personal property is to be made to the Foundation with the expectation or intent that the property will be conveyed to the Cumberland Valley School District, the donor must first comply with all requirements of and submissions to the School District, and must submit School

District approval to the Foundation before the gift may be accepted.

- C. Gifts of real estate will not be accepted except in extraordinary circumstances and with approval of the Board. Board approval will require consideration of at least the following documented matters:
- Acceptable environmental audit
 - Acceptable title, including a description of any easements, liens and any other restrictions affecting the property
 - Carrying cost analysis
 - Marketability analysis
- D. Other types of gifts may be considered for acceptance on a case-by-case basis by the Board. In all such cases, the Board shall consider the benefit of the gift and whether the gift has or may have transfer costs, carrying costs, administrative burdens, liability concerns, or marketability limitations. The Board must consider, generally, how the gift will assist the Foundation in pursuing its mission.

IV. Gift Acknowledgement and Recognition

Gift acknowledgment and receipts shall be the responsibility of and administered by the Executive Director.

Donors will be acknowledged through appropriate public venues to express the Foundation's appreciation for the generosity of those who have supported the Foundation. The Foundation will attempt to honor to the greatest practical extent the donor's wishes as to how published credit should appear. The Foundation will also honor the wishes of those donors who wish their contribution to be credited anonymously.

The Foundation may also acknowledge the contribution of donors or certain classes of donors by providing modest tokens of appreciation.

V. Miscellaneous

- A. The Board may appoint a Gift Acceptance Committee to review prospective gifts, respond to inquiries, and make recommendations to the Board regarding any issues relating to gifts.
- B. The Board shall seek advice of legal counsel in matters relating to acceptance of gifts when appropriate.
- C. The Board may refuse any gift that it believes is not in the best interests of the Foundation.
- D. The Foundation shall not provide prospective donors with tax, financial or other advice. If appropriate, the Foundation will urge prospective donors to seek the advice of personal legal and financial advisors in matters relating to their gifts and any resulting tax, estate planning or legal consequences.
- E. The Foundation shall not determine the value of any non-cash gift. It shall be the responsibility of the donor to secure any necessary or appropriate appraisals or legal counsel for valuation of such gifts.
- F. Changes to this Gift Acceptance Policies and Guidelines may be made by a majority vote of the Board.
- G. The Gift Acceptance Policies and Guidelines may be provided to donors and prospective donors.

APPROVED on the 6th day of March, 2005.

Secretary

Robert Langan
President