

# 21 & Change, Inc.

## **CHARITABLE GIFT ACCEPTANCE POLICY**      **AS OF: 8 SEPTEMBER 2018**

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### **Preamble**

21 & Change, Inc. requires directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the corporation, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable federal, state and local laws and regulations.

The purpose of this policy is to educate corporation members, volunteers, employees and the Board of Directors on the types of acceptable gifts the corporation may receive, the need for discipline in accepting gifts, and the importance of enforcing a gift acceptance policy to preserve the organization and its mission. A gift acceptance policy will also enable us to provide transparency to potential donors and preserve donor relationships in the future.

### **Framework for Charitable Gift Acceptance**

- The corporation solicits and accepts gifts that are consistent with its mission, and that support its core programs and special projects.
- Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, without limitations.
- During its regular fundraising activities, the corporation will accept donations of money, real property, personal property, stock, and in-kind services or materials.
- Certain types of gifts must be reviewed by the Board of Directors prior to acceptance due to the special liabilities they may pose for the corporation. Examples of gifts which will be subject to review include gifts of real property, gifts of personal property, and gifts of securities. In the event this occurs, the Board of Directors may be inclined to seek legal counsel for proper determination.

### **Restrictions for Gift Acceptance**

- The corporation will not accept any gift or donation with conditions (quid pro quo) or with “earmarks”, as this would likely pose a potential for conflict of interest.
- The corporation will not accept gifts that would result in violating its corporate charter or would result in losing its status as an IRC § 501(c)(3) public nonprofit organization.
- The corporation will not accept gifts that are too difficult or too expensive to administer in relation to their value or would result in any unacceptable consequences for the corporation.

- Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Board of Directors. The Board retains the right to confer with legal counsel to reach an appropriate decision.

**Policy Update**

This policy will be updated or rewritten as required, but no less than an annual basis.

Point of contact for this policy is John Bodor  
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Policy approved by the Board of Directors on 8 September 2018.