



<b>Title:</b> Organizational Gift Acceptance Policy	<b>Updated by:</b> Jennifer Cathy, President and CEO, Mary LaDuca, COO
<b>Review Date:</b> March 21, 2025	<b>Reviewed/Approved by:</b> Jennifer Cathy, President and CEO, Mary LaDuca, COO

### **Purpose**

The purpose of this policy is to ensure that Delphi Rise operates under the highest ethical standards when soliciting and accepting gifts. This policy establishes clear guidelines for the acceptance, review, and use of donations to support the mission, programs, and long-term sustainability of the organization.

### **Scope**

This policy applies to all gifts received by Delphi Rise for the benefit of its operations, services, and programs. It is intended to provide consistency in the acceptance process, protect the organization from potential liability, and ensure transparency with donors and stakeholders.

### **Encouragement of Donor Due Diligence**

Delphi Rise encourages all prospective donors to seek independent legal or financial advice when considering a charitable contribution, particularly when the gift may have tax, financial, or estate planning implications.

### **Use of Legal Counsel**

Delphi Rise will seek the advice of legal counsel when appropriate, particularly in the following circumstances:

- Gifts of securities subject to restrictions or buy-sell agreements
- Documents that name Delphi Rise as trustee or impose fiduciary responsibilities
- Gifts that may require Delphi Rise to assume financial or legal obligations
- Transactions that may involve potential conflicts of interest
- Gifts of property potentially subject to environmental or regulatory concerns

### **Restrictions on Gifts**

Delphi Rise reserves the right to decline any gift that:

- Violates the organization's mission or values
- Jeopardizes its 501(c)(3) tax-exempt status
- Is too difficult, costly, or administratively burdensome to manage
- Involves unacceptable risk, liability, or reputational harm
- Includes restrictions that are inconsistent with Delphi Rise's purpose or capacity to implement

All accepted gifts will be used in a manner consistent with Delphi Rise's mission, donor intent, and applicable state and federal regulations, including OASAS guidance regarding the use of restricted and unrestricted funds. Gifts are separate from OASAS or other public program funding and will not be used to supplant government-funded obligations. Decisions regarding gift restrictions or refusals will be made by the Executive and Finance Committee, in consultation with the CEO.

### **Gifts Generally Accepted Without Review**

The following types of gifts are typically accepted without additional review:



- Cash or Cash Equivalents: Accepted in the form of checks, money orders, credit cards, or online transfers.
- Marketable Securities: Publicly traded stocks and bonds may be transferred electronically or in physical form. All securities will be sold promptly unless otherwise directed and approved by the Executive and Finance Committee in special cases (e.g., restricted securities).
- Bequests and Beneficiary Designations: Donors are encouraged to name Delphi Rise as a beneficiary in their wills, trusts, life insurance policies, commercial annuities, or retirement plans.
- Charitable Remainder Trusts (CRTs): Delphi Rise will accept designation as a remainder beneficiary of CRTs.
- Charitable Lead Trusts (CLTs): Delphi Rise will accept designation as an income beneficiary of CLTs.

### **Gift Requiring Prior Review**

The following types of gifts require evaluation by the Executive and Finance Committee before acceptance:

#### **1. Tangible Personal Property**

Factors to be considered:

- Alignment with Delphi Rise's mission
- Marketability of the property
- Restrictions or conditions on use or resale
- Ongoing costs (storage, insurance, maintenance)
- Clarity of title or ownership

#### **2. Life insurance**

Delphi Rise may accept gifts of life insurance policies only when it is named as both the irrevocable owner and beneficiary. The donor must agree to cover any future premium payments in advance or through additional contributions.

#### **3. Real Estate**

All real estate gifts are subject to:

- A thorough review by the Executive and Finance Committee
- A preliminary environmental assessment conducted by a qualified firm
- A full environmental audit if the assessment indicates potential issues

Additional considerations include:

- Intended use or marketability
- Legal encumbrances (e.g., easements, covenants)
- Ongoing financial obligations (e.g., taxes, insurance, maintenance)
- Risk of environmental liability or need for remediation

### **Documentation and review**

1. This policy will be documented and made accessible to relevant staff, board members, and legal or financial advisors as needed.
2. The policy will be reviewed annually by the Executive and Finance Committee to ensure continued effectiveness, legal compliance, and alignment with Delphi Rise's strategic goals.
3. All documentation related to gift acceptance, including donor communications, legal reviews, and any restrictions or conditions, will be maintained in accordance with OASAS and agency fiscal record-keeping standards and made available for audit as required.
4. Updates or amendments to the policy will be communicated promptly to all staff and stakeholders