



## Gift Acceptance Policy for Homes for Our Troops

Homes for our Troops (HFOT) is a nonprofit organization and is recognized by the Internal Revenue Service as tax-exempt under Section 501 (c) (3) of the U.S. Internal Revenue Code. The mission is to build mortgage-free, specially adapted homes nationwide for severely injured Post 9/11 Veterans, to enable them to rebuild their lives.

### I. Purpose

The purpose of this policy is to govern acceptance of gifts and to provide guidance to donors and their professional advisors in donating gifts.

Homes for Our Troops solicits and accepts gifts for purposes that will help the organization further and fulfill its mission. Homes for Our Troops urges all prospective donors to seek the assistance of personal and financial advisors in matters relating to their gifts, including tax and estate planning costs. The following policies and guidelines govern acceptance of gifts made to Homes for Our Troops for the benefit of any of its operations, programs or services.

- Acceptance of any contribution, gift or grant is at the discretion of Homes for Our Troops (HFOT) Executives. Homes for Our Troops will not accept any gift that (a) could result in Homes for Our Troops losing its status as an IRS 501 (c) (3) not-for-profit organization, (b) is too difficult or too expensive to administer in relation to its value, (c) would result in any unacceptable consequences for Homes for Our Troops, or (d) are for purposes outside Homes for Our Troops' mission. Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by staff directors, in consultation with the Executive Director or President.
- Homes for Our Troops refrains from providing advice about the tax or other treatment of gifts and encourages donors to seek guidance from their own professional advisors to assist them in the process relating to their gifts, and tax and estate planning.
- Homes for Our Troops provides acknowledgments to donors meeting IRS substantiation requirements for donations received by the charity as a gift. However, except for gifts of cash and publicly traded securities, no value shall be ascribed to any receipt or other form of substantiation of a gift received by Homes for Our Troops.

- Homes for Our Troops respects the intent of the donor relating to gifts for restricted purposes and those relating to the desire to remain anonymous. With respect to anonymous gifts, Homes for Our Troops will restrict information about the donor to only those staff members with a need to know. HFOT maintains the confidentiality of all donor communication and other sensitive information, as stated in the Association of Fundraising Professionals Donor Bill of Rights.
- Homes for Our Troops does not compensate, whether through commissions, finders' fees, or other means, any third party for directing a gift or a donor to Homes for Our Troops.

## **II. Types of Gifts Accepted by Homes for Our Troops**

The following gifts are accepted by Homes for Our Troops\*:

1. Cash
2. In-Kind Gifts
3. Marketable Securities
4. Life Insurance
5. Real Estate\*\*
6. Charitable Gift Annuities
7. Charitable Remainder Trusts
8. Charitable Lead Trusts
9. Retirement Plan Beneficiary Designations
10. Bequests
11. Stock
12. Donor Advised Funds
13. Family Foundation Gifts

\* Certain forms of gifts or donated properties may be subject to review prior to acceptance.

\*\*As a rule Homes for Our Troops does not accept land or homes. We recommend the prospective donor sell the property and donate the proceeds.

## **B. Donor Bill of Rights as stated by the Association of Fundraising Professionals**

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 acknowledgement 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.