



# Gift Acceptance Policy

## Purpose

The purpose of this policy is to provide guidelines for the acceptance of gifts made to the International Welcome Center (IWC).

## Scope

This policy applies to all gifts received by IWC, including cash, checks, online donations, in-kind contributions, and planned gifts.

## Policy Statement

The IWC welcomes gifts that support its mission and goals. All gifts must be consistent with the organization's values and legal requirements.

## General Guidelines

### 1. Types of Gifts Accepted

- **Cash and Checks:** Gifts may be made in the form of cash or checks payable to the International Welcome Center (IWC).
- **Online Gifts:** Gifts may be made through the organization's secure online platform.
- **In-Kind Contributions:** Non-cash gifts of goods (listed on website) or services may be accepted if they can be used in the organization's operations or can be readily converted to cash.
- **Planned Gifts:** Bequests, trusts, and other planned gifts are welcome and should be discussed with the Executive Director or CFO.
- **Earmarked Cash or Checks:** The IWC will receive two optional Earmarked Gifts: Reception & Placement Gifts (Day 1-90 needs) and Gap Gifts (Day 91+ services). Earmarked gifts will be used for expenditures in one of these two areas.

### 2. Gift Acceptance

- Gifts will be accepted only if they support the mission, goals, and programs of the IWC.
- All gifts must comply with applicable laws and regulations.
- The IWC reserves the right to refuse any gift that is not in its best interests.

### 3. Acknowledgment and Receipting

- Cash gifts exceeding \$25 will be acknowledged with a receipt including the IWC's name, the donor, the amount of the gift, and the date of receipt.
- A check cleared by the issuing bank will serve as a receipt.
- Online gifts allow for an emailed receipt if the donor so chooses.

- For in-kind gifts, the receipt will include a description of the donated item or service and the donor will prescribe the value of the in-kind donation. In-kind gifts received from donation drives will not receive a receipt.
  - All cash, check and online financial gifts (except anonymous gifts) will receive a statement by the end of the following January for donations received the previous calendar year.
4. **Donor Recognition**
- Donors may be recognized in organizational publications, on the website, and at events unless they request anonymity.
  - Donor recognition will be conducted in a manner that respects donor privacy and complies with the donor's wishes.
5. **Confidentiality**
- Information about donors and donations will be handled with confidentiality.
  - Donor information will not be shared with third parties without the donor's consent.
6. **Use of Donations**
- If earmarked, it will be used for expenses in that area. If the gift is not earmarked for R&P or Gap Services, the gift will be added to the general fund, and used where most needed.
  - If the IWC cannot use a gift as intended by the donor, the donor will be contacted to determine an alternative use or to return the gift.
7. **Reporting**
- Regular reports on gift receipts and usage will be provided to the Board of Directors.

## **Review and Approval**

This policy will be reviewed as the organization grows by the Board of Directors and updated as necessary to ensure its relevance and compliance with current laws and regulations.

## **Contact Information**

For questions or more information about donating to the IWC, please contact:

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