



Gift Acceptance Policy

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

Use of Legal Counsel

Mercy Hands will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- A. Gifts of securities that are subject to restrictions or buy-sell agreements.
- B. Documents naming Mercy Hands as trustee or requiring Mercy Hands to act in any fiduciary capacity.
- C. Gifts requiring Mercy Hands to assume financial or other obligations.
- D. Transactions with potential conflicts of interest.
- E. Gifts of property that may be subject to environmental or other regulatory restrictions.

Restrictions on Gifts

Mercy Hands will not accept gifts that (a) would result in Mercy Hands violating its charter, (b) would result in Mercy Hands losing its status as a not-for-profit organization, (c) are too difficult or too expensive to administer in relation to their value, (d) would result in any unacceptable consequences for Mercy Hands, or (e) are for purposes outside Mercy Hands' mission.

Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Executive Director, in consultation with General Administrator and General Coordinator.

Gifts Generally Accepted Without Review

- *Cash.* Cash gifts are acceptable in any form, including by check, credit card, or on-line. Donors wishing to make a gift by credit card must provide the card type (e.g., Visa, MasterCard), card number, expiration date, and name of the cardholder as it appears on the credit card.
- *Marketable Securities.* Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly upon receipt unless otherwise directed by Mercy Hands' Board of Directors. In



some cases marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the Executive Director, in consultation with Board of Directors.

- *Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans.* Donors are encouraged to make bequests to Mercy Hands under their wills, and to name Mercy Hands as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.
- *Charitable Remainder Trusts.* Mercy Hands will accept designation as a remainder beneficiary of charitable remainder trusts.
- *Charitable Lead Trusts.* Mercy Hands will accept designation as an income beneficiary of charitable lead trusts.

Gifts Accepted Subject to Prior Review

Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

- *Tangible Personal Property.* The Executive Director in consultation with Board of Directors shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations: does the property further the organization's mission? Is the property marketable? Are there any unacceptable restrictions imposed on the property? Are there any carrying costs for the property for which the organization may be responsible? Is the title/provenance of the property clear?
- *Life Insurance.* Mercy Hands will accept gifts of life insurance where Mercy Hands is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.
- *Real Estate.* All gifts of real estate are subject to review by the Executive Director in consultation with Board of Directors. Criteria for acceptance of gifts of real estate include: Is the property useful for the organization's purposes? Is the property readily marketable? Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property? Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property? Is the property damaged or otherwise requires remediation?