



YouthFriends Gift-In-Kind Acceptance Policy

Policy Statement

Solicitation of in-kind gifts made by anyone for the benefit of YouthFriends shall require the acceptance of the President/Executive Director before an official tax receipt can be issued.

Guidelines

1. Solicitation of In-Kind Gifts
All solicitation activities shall be coordinated through the Director of Resource Development.
2. Acceptance of In-Kind Gifts
 - 2.1 Gifts in-kind to be used by YouthFriends may be accepted at the department level, but they must be reported to the Director of Resource Development for acknowledgement and gift recording purposes. To report these gifts properly, the Director of Resource Development must complete and process a In-Kind Donation Form in accordance with guidelines established therein. The President/Executive Director, except as noted below, must approve in writing any gift that will require YouthFriends expenditures for maintenance, upkeep and repair.
 - 2.2 All gifts of land, buildings or vehicles must have prior approval from the President/Executive Director through the Director of Resource Development before acceptance from the donor.
 - 2.3 When a potential donation has been identified or has been offered to YouthFriends, a representative of the organization should ask the donor to provide a letter offering the donation and providing particulars, including any conditions that the donor attaches to the donation. Sufficient information about the donor should be provided to enable the Director of Resource Development to properly acknowledge the donation.
 - 2.4 Prior to acceptance of in-kind gifts, the Department Heads must review all requirements associated with the gift and consult relevant departments regarding all costs (including the cost of obtaining appraisals if required) and implications associated with acceptance of the gift.
 - 2.4.1 Consult with the Senior Vice President of Administration regarding additional insurance requirements, renovation of maintenance requirements, technology requirements or implications.

- 2.4.2 Identify any cataloguing, delivery, display or space requirements for exhibiting or storage.
- 2.5 If the donation is accepted, the In-Kind Donation Form and the donor letter shall be maintained by the Director of Resource Development.
- 2.6 If the donation is not accepted, then the Director of Resource Development shall write a letter of regret to the potential donor from the President/Executive Director. A copy of the letter shall be maintained by the Director of Resource Development.
- 2.7 All in-kind gifts shall be reviewed with special care to ensure that acceptance will not involve undue financial commitments or other obligations disproportionate to the usefulness of the gift. Acceptance of a gift imposes a legal obligation to comply with the terms established by the donor. Therefore, the nature and extent of this obligation must be clearly understood. Accordingly, the terms of each restricted gift will be reviewed carefully to ensure that they do not hamper the usefulness and desirability of the gift to YouthFriends. If the gift is deemed unacceptable because of the restrictions the donor has placed on its use, the donor shall be counseled to remove or modify restrictions. Gifts shall be refused or returned when the purpose:
 - 2.7.1 is inappropriate or not conducive to the best interest of YouthFriends.
 - 2.7.2 is clearly commercial, or
 - 2.7.3 would obligate YouthFriends to undertake responsibilities, financial or otherwise, that it may not be capable of meeting during the period required by the terms of the gift.
- 3. Gift Valuation and Receipting Guidelines for Approved Gifts-In-Kind
 - 3.1 When gifts-in-kind are given to YouthFriends with the donor intent of receiving a tax credit, it shall be the responsibility of YouthFriends to ensure that an appropriate valuation of the gift is obtained from the donor.
 - 3.2 The organizational representative shall submit the approved In-Kind Donation Form to the Senior Vice President of Administration, who will obtain valuation documents indicating fair market value for charitable receipt purposes and submit to the Director of Resource Development.
 - 3.3 Fair market value can be determined by:
 - 3.3.1 the value of an item in a retail store;
 - 3.3.2 independent appraisal; or
 - 3.3.3 highest price that the property would bring in an open and unrestricted market between a willing buyer and a willing seller who are both knowledgeable, informed and prudent and who are acting independent of each other.

- 3.4 Valuation documents are required to issue charitable receipts to the donor and must be forwarded to the Director of Resource Development. The following would be acceptable valuation documents:
 - 3.4.1 An independent appraisal. If the gift is valued in excess of \$1,000, one or more independent appraisals are required. If finding an independent appraiser is difficult or involved unreasonable expense, an appraisal conducted by qualified staff members of YouthFriends will be considered.
 - 3.4.2 An invoice from the donor specifying the item, the value and the word "donation."
 - 3.4.3 A letter verifying that the valuation is based on the depreciated value as logged in as an organization's financial statements.
 - 3.4.4 Used equipment catalogs.
- 3.5 The valuation documents should include specifics about the gift. For example:
 - 3.5.1 Equipment: Year, make, model, serial number, condition and value.
 - 3.5.2 Artwork: Title of work, identification number, artist, size of piece, date of work, medium, condition and fair market value.
- 3.6 It shall be the responsibility of the Director of Resource Development to record officially and ensure proper acknowledgement of receipt of all gifts to YouthFriends. Therefore, all gifts must be processed through the Director of Resource Development. A complete and accurate record of every donor of YouthFriends shall be maintained by the Director of Resource Development and shall be kept strictly confidential. Donor anonymity shall be protected whenever requested (see Donor Privacy Policy).
4. Donor Recognition
 - 4.1 Donors shall be credited for their gift and shall be acknowledged in the Director of Resource Development's current donor recognition program.
 - 4.2 The Director of Resource Development shall review additional recognition requests on a case-by-case basis.
 - 4.3 The Director of Resource Development and the Director of Communications and the donor shall be consulted regarding any publicity surrounding specific gifts.