

# THE BRIDGE HOME



## **Gift Acceptance Policy**

Approved on February 23, 2021 by the  
board of directors.

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# INTRODUCTION

Shelter Housing Corporation dba The Bridge Home (“TBH”) is organized as an Iowa Nonprofit Corporation under Chapter 504 of the Iowa Code, is exempted from Federal Income Tax liability by Internal Revenue Code Section 501(c)(3), and qualifies as a Publicly-Supported Charity under Internal Revenue Code Section 509.

This document has been developed by the staff of TBH and approved by TBH’s Board of Directors to outline straightforward and objective procedures for analyzing and accepting charitable gifts to TBH. While the procedures set forth herein are detailed and often specific to the type of gift contemplated, they shall be interpreted in light of two overriding principles:

**Principle 1:** A gift shall not be accepted by TBH if such acceptance would not be in the interest of the donor. A determination of the donor’s “interest” shall include, but not be limited to, the donor’s financial situation and philanthropic interests, as well as any tax or other legal matters revealed while planning for a gift. TBH shall not encourage any gifts that are inappropriate in light of the donor’s known personal or financial situation.

**Principle 2:** A gift shall not be accepted by TBH unless there is a reasonable expectation that acceptance of the gift will ultimately benefit the organization. TBH’s capacity to properly accept and administer a potential gift and/or abide by donor restrictions, if applicable, should be incorporated into the decision.

While this document is intended to provide guidance to TBH personnel regarding *acceptance* of prospective gifts, donors are ultimately responsible for ensuring that the proposed gift furthers his/her charitable, financial and estate planning goals. Therefore, each prospective donor is urged to seek the advice of independent legal counsel in the gift planning process. It is not within the province of TBH or its staff and volunteers to give legal, accounting, tax or other advice to prospective donors.

Information concerning gifts shall be kept in confidence. No public announcements concerning a donor will be released without written consent of the donor or his/her counsel or heirs.

TBH will not pay any commissions or finder’s fees to any staff member, volunteer, or consultant, or to any contact representing or claiming to represent a potential donor.

## **GIFT REVIEW AND ACCEPTANCE**

It is the responsibility of TBH Board of Directors (the “Board”) to accept or decline all gifts to TBH. The Board has delegated gift acceptance responsibility to the Gift Acceptance Committee (the “Committee”) and to TBH Executive Director as defined by level of risk.

### **GIFT ACCEPTANCE COMMITTEE**

The Committee shall consist of the following voting members:

1. TBH Executive Director
2. Members of the Board Executive Committee

Committee meetings shall be scheduled as necessary to approve specific gifts. With respect to any proposed gift submitted to the Committee, the Committee may

1. Refer the gift to the Board
2. Approve the gift
3. Reject the gift
4. Request additional information from TBH staff, TBH volunteers and/or the donor.

Action of the Committee on any proposed gift may occur by meeting (including in person and telephone participation) or by written action of the Committee. Notwithstanding the quorum requirements for TBH committees set forth in the Bylaws, any Committee action with respect to a proposed gift must be approved by a majority of the Committee members.

### **DEFINITIONS**

#### **Gift**

A gift is an irrevocable transfer of personal property (e.g. cash, securities, equipment) or real property (e.g. land, buildings) by a donor, either outright or through a planned/deferred gift vehicle for the charitable purpose designated by the donor and without expectation of a tangible or direct economic benefit to the donor with the exception of tax benefits and life income in the case of planned/deferred gifts. A gift implies no responsibility to provide the donor with a product or service.

#### **Grant**

TBH also receive funding under grants. A grant is an award received generally as the result of a written proposal, with the understanding that an accounting and/or report will be done at the end of the project and a copy of the results will be provided to the funder. A grant that has been determined to be a gift is donative in nature; it is given voluntarily and without expectation of any tangible compensation and implies no responsibility to provide the donor with a product or service.

## **GIFT DESIGNATION**

### **Unrestricted Commitments**

TBH encourages unrestricted gifts, pledges and planned gift commitments.

### **Unrestricted Deferred Commitments**

Proceeds from unrestricted realized estate gifts received by TBH will be transferred into a board-designated endowment (“The Bridge Home Legacy Endowment”) that provides general support for TBH with maximum annual distributions of 5% of fund balance. However, up to 100% of the fund balance may be used to support special project(s) with an affirmative vote of at least 75% of the current voting board members of TBH.

### **Endowment Gifts**

TBH welcomes restricted gifts for its endowments:

1. Gifts (current or deferred) of any size may be designated for any of the preexisting endowment funds, unless there is a restriction on a specific fund.
2. If a donor is seeking to establish a permanent endowed fund that is named supports one or more aspects of the operating budget, a minimum gift of \$25,000 shall be required.
3. If a donor is seeking to establish a permanent endowed fund that is donor-restricted for a purpose not included in the organizations budget, a minimum gift of \$50,000 shall be required.
4. Restricted deferred gifts will be honored, subject to the requirements of law.
5. Unless otherwise specified by the donor, proceeds from donor-restricted endowment gifts received by TBH will be transferred into TBH’s permanent General Endowment.
6. In the event that TBH receives a deferred gift with a restriction that it is unable to honor, the TBH Executive Director or his/her designees shall work with the executor of the estate to request a modification of designation by the State Attorney General or a court.

## **GIFT ACCEPTANCE PROCESS**

Gifts are classified into three categories, based on the level of risk associated with acceptance.

### **Marginal Risk**

All gifts considered to be marginal risk may be accepted by TBH Executive Director on behalf of the Board.

### **Moderate Risk**

All gifts considered to be of moderate risk should be thoroughly investigated to ensure that TBH has the capacity to properly accept and administer the gift. Outside entities (e.g., Story County Community Foundation) may be called upon to assist in the process.

Gifts considered of moderate risk may be accepted by the Committee. Gifts considered to be of moderate risk shall be disclosed to the Board at the meeting following the acceptance of the gift by the Committee.

### **Material Risk**

All gifts considered to be of material risk should only be accepted if TBH has developed partnerships necessary to ensure that there is capacity to properly accept and administer the gift and/or to abide by any donor restrictions, if applicable. Outside entities (e.g., Story County Community Foundation) may be called upon to assist in the process.

All gifts considered to be of material risk shall be approved by the Committee and Board before the gifts may be accepted. Upon acceptance of the gift by the Board, TBH shall document in writing its understanding of the gift, provide that document to the donor, and seek written acknowledgement from the donor.

## **CATEGORIES OF GIFTS**

### **Marginal Risk**

- Cash and cash equivalents
- Business interests (corporate) – publicly traded securities
- Tangible personal property – retained for TBH use (gifts-in-kind) and value is less than or equal to \$5,000
- Charitable lead trust – TBH as beneficiary
- Pledges – unconditional
- Charitable bequest – cash or publicly traded securities
- Retirement plan assets – TBH as beneficiary
- Life insurance – TBH as beneficiary

### **Moderate Risk**

- Real property – bequest intention
- Tangible personal property – retained for TBH use (gifts-in-kind) and value exceeds \$5,000

### **Material Risk**

- Business interests (corporate) – privately held securities
- Other business interests (S Corp, Partnerships, LLC)
- Real property – outright gift/realized bequest
- Real property - retained life estate
- Tangible personal property – to be sold
- Charitable gift annuities – outside administrator
- Charitable remainder trusts (unitrust or annuity) – outside administrator
- Pledges – conditional
- Charitable bequest – other than cash or publicly traded securities
- Gifts of unusual items or gifts of questionable value

### **Gifts Not Acceptable**

- Charitable lead trust – TBH as administrator
- Life Insurance – TBH as owner

## TYPES OF GIFTS

Gifts to TBH may be in the form of outright gifts, pledges or deferred commitments.

### OUTRIGHT GIFTS

Outright gifts include:

- Cash and Cash Equivalents
- Business Interests (Corporate)
  - Publicly Traded Securities
  - Privately Held Securities
- Other Business Interests
- Real Property
  - Outright Gift/Realized Bequest
  - Retained Life Estate
  - Bequest Intention
- Tangible Personal Property
  - Retained for TBH Use (Gifts-in-Kind)
  - To be Sold
- Charitable Gift Annuities
- Charitable Remainder Trusts
  - Unitrusts
  - Annuity Trusts

### Cash and Cash Equivalents

#### Definition

Cash is often the easiest way to give and the most frequently received form of gift accepted by TBH. These gifts can take the form of currency, check or credit card contribution (MasterCard, Visa, or Discover). Cash may be delivered in person, by mail, by Electronic Funds Transfer (EFT) or by wire transfer.

#### Category

Cash is categorized as a marginal risk gift.

#### Valuation

Cash is most often presented as United States currency and is valued at face value.

#### Gift Date

Cash gifts are reported with the date the cash is deposited at the bank by TBH. If the gifts are made by check the date is the check date. Exception is at year end when the date is the date of the postmark on the envelope or the date the check is hand delivered to TBH staff. If gifts are transferred by EFT or wire, the date of the gift is the date that the money is transferred into TBH's bank account(s).

Credit card contributions are recorded with the date the credit card is charged and the transaction is complete. Contributions may be initiated by the donor through TBH's online site, a phone call, or through the mail.

### ***Business Interests (Corporate) - Publicly Traded Securities***

#### Definition

Publicly traded securities (stocks, bonds and mutual funds) are corporate interests that are traded on at least one stock exchange (i.e., New York Stock Exchange, NASDAQ).

#### Category

Publicly traded securities are categorized as a marginal risk gift.

#### Valuation

Gifts of publicly-traded securities are valued at the average of the high and low price of the security as of the date of the gift. Gains or losses on the sale of securities, brokerage fees, or other expenses associated with the sale will not affect the reported gift value.

#### Gift Date

The date of the gift is defined as the date of the postmark on the envelope or the date the security is hand delivered to TBH staff (physical certificates) or the date the security is received in TBH's brokerage account (book-held securities). If the security is not traded on that date, TBH will follow IRS Publication 561 in determining the value of the donated property.

It is the practice of TBH to sell these securities as expeditiously as possible.

### ***Business Interests (Corporate) – Privately Held Securities***

#### Definition

Privately held securities (C-Corp) are considered to be corporate interests that are not traded on a stock exchange.

#### Category

Privately held securities are categorized as a material risk gift.

#### Valuation

It is the donor's responsibility, for gifts of privately held securities with a value exceeding \$10,000, to have the securities valued by a qualified independent appraiser as required by the Internal Revenue Service.

Gifts of privately held securities of \$10,000 or less may be valued at the per-share cash purchase price of the most recent transaction. Normally, this transaction is the

redemption of the stock by the corporation. For a gift of \$10,000 or less, when no redemption has occurred during the reporting period, an independent certified public accountant (CPA) who maintains the books for the privately held corporation is deemed to be qualified to value the stock of that corporation.

#### Gift Date

The date of the gift is defined as the date the security is registered in TBH's name on the books of the corporation. This date is often included in formal correspondence from the company.

#### Other

In the case of privately held securities, TBH shall evaluate any gift opportunity prior to acceptance as a gift and may decline a gift of such securities if it deems them difficult to value or not easily marketable.

### ***Other Business Interests***

#### Definition

Interests in business entities include S Corp stock, partnership interests, or interests in limited liability companies. These may be accepted as long as TBH's risk is limited to the value of the gift.

#### Category

Interests in business entities are categorized as a material risk gift.

#### Valuation

It is the donor's responsibility to have the business interest valued by a qualified independent appraiser as required by the internal revenue service.

#### Gift Date

The date of the gift is defined as the date the interest is registered in TBH's name on the books of the corporation, or the date of transfer identified in the transfer documents.

#### Other

In evaluating a gift proposal of such assets, the Gift Acceptance Committee may consider the probability of conversion to a liquid asset within a reasonable period of time, projected income that will be available for distribution and administrative fees, the nature of the business from which the asset is derived, and whether or not ownership of the interest will subject TBH to unrelated business income tax or capital gains tax.

Further, TBH may ask the donor to provide organizational documents (i.e. articles of incorporation), current financial information, and an independent appraisal.

TBH shall not accept, without Gift Acceptance Committee approval, a gift making it a

principal in a joint venture or other business activity in which it would participate in the risks of operation or would have any liability for the conduct of the business that exceeds its capital contributions (e.g. as a general partner, principal in a joint venture, or as an owner of a working interest).

### ***Real Property – Outright Gift***

#### Definition

Real property includes improved or unimproved land, personal residences, farmland, commercial property, rental property and mineral interests.

#### Category

Real property is categorized as a material risk gift.

#### Valuation

Gifts of real property qualifying for a charitable deduction to the donor shall be valued by using the fair market value of the property as determined by a qualified appraisal. Appraisals are generally provided and paid for by the donor.

#### Gift Date

The execution and delivery of a deed of gift or other appropriate conveyance shall complete the gift. The date of the gift will be the date on the deed. The donor shall pay the costs associated with the conveyance and delivery of the gift.

#### Evaluation

If a donor wants to give real property during their lifetime, the Committee will consider the gift only after a thorough examination of the criteria listed below:

- *Market Value and Marketability.* The Committee must receive a current appraisal (not older than 60 days) of the fair market value of the property and interest in the property TBH would receive if the proposed gift were approved. TBH Executive Director shall inform the donor that, if the gift is completed, the IRS will require an appraisal to substantiate the gift. A copy of the current appraisal for the property must be provided by the donor. The appraisal and other information must indicate clearly and convincingly that there is a market for the property under consideration and that the property can be sold within a reasonable period of time. A representative of TBH or its property management affiliates must do a site visit of the property. Regardless of the value placed on the property by the donor's appraisal, TBH will attempt to sell it at a reasonable price as reflected by the current market.
- *Potential Environmental Risks.* All proposed gifts of real property, including gifts from realized estates, must be accompanied by an Environmental Questionnaire pertaining to the property that has been completed by the donor (and/or counsel or family members in case of an estate gift). In addition, a Phase 1 Environmental Site Assessment (ESA) by a qualified engineer

indicating that ownership will not expose TBH to environmental liabilities is required, typically at the donor's expense. This requirement may be waived for non-farm residential property or, on a case by case basis, real estate with a retained life interest. The Phase 1 ESA must meet the then-current ASTM 1527 standard in effect.

All gifts of an interest in mining or oil and gas properties (and any other gift which TBH deems appropriate) must be inspected by a properly licensed or certified professional to demonstrate due diligence and care in accepting the property as free from contamination. Any such inspection shall be properly documented for legal reasons.

- *Limitations and Encumbrances.* In general, gifts of real estate will not be accepted until all mortgages, deeds of trust, liens and other encumbrances have been discharged.
- *Carrying Costs.* The existence and amount of any carrying costs, such as property owner's association dues, transfer charges, taxes and insurance, must be disclosed.

#### Sale

In general, TBH's policy is to dispose of all gifts of real estate as expeditiously as possible. This policy will be communicated to donors when TBH receives notification of the donor's intent to gift real property.

If TBH should sell or otherwise dispose of the donated property within three years of the date of the gift, TBH must file an information return on IRS Form 8282 and send a copy to the donor.

### ***Real Property – Realized Bequest***

#### Definition

The notification by an estate representative that TBH is the beneficiary of assets including real property.

#### Category

A realized bequest asset of real property is categorized as a material risk gift.

#### Valuation

If the estate is required to disclose the property value through estate proceedings, that value will be considered the fair market value. If the estate does not disclose the property value, the value will be determined by the estimate of value as obtained from a knowledgeable land management company, the utilization of the value as stated on the most recent Iowa State University Iowa Land Value Survey, or receipt of a current appraisal. The method used to determine the value will be at the discretion of TBH.

#### Gift Date

The execution and delivery of a deed of gift or other appropriate conveyance shall complete the gift. The date of the gift will be the date on the deed.

#### Evaluation

If TBH is the beneficiary of estate assets that include real property, the Committee will consider the gift only after a thorough examination of the criteria listed below:

- *Market Value and Marketability.* The valuation as disclosed by the estate or through the valuation process determined by TBH.
- *Potential Environmental Risks.* A Phase 1 Environmental Site Assessment (ESA) by a qualified engineer indicating ownership will not expose TBH to environmental liabilities will be obtained by TBH. This requirement may be waived for non-farm residential property.
- *Limitations and Encumbrances.* Any mortgages, liens or other encumbrances must be disclosed by the estate.
- *Carrying Costs.* The existence and amount of any carrying costs, such as property owner's association dues, transfer charges, taxes and insurance must be disclosed.

In general, the Committee will complete its evaluation of the gift within six (6) months from the date of notification by the estate representative.

### ***Real Property – Retained Life Estate***

#### Definition

A retained life interest occurs when a donor makes a gift of real property and retains full use and rights to the property during their lifetime. (The donor retains a “life interest” and TBH receives the “remainder interest”.) In addition, the donor retains responsibility for property repairs, taxes, insurance, capital improvements, and other expenses.

#### Category

A retained life interest is categorized as a material risk gift.

#### Valuation

Gifts of real property qualifying for a charitable deduction to the donor shall be valued by using the fair market value of the property as determined by a qualified appraisal. Appraisals are generally provided and paid for by the donor.

#### Gift Date

The execution and delivery of a deed of gift or other appropriate conveyance, reserving a “life interest” for the life of the donor, or his or her designees, shall complete the gift. The date of the gift will be the date on the deed. The donor shall pay the costs

associated with the conveyance and delivery of the gift.

#### Evaluation

The gift will be evaluated as outlined under Real Property – Outright Gift.

### ***Real Property – Bequest Intention***

#### Definition

The notification by a donor to TBH of the intent to gift real property through an estate gift.

#### Category

The notification of intent to gift real property through an estate gift is categorized as a moderate risk gift.

#### Valuation

An estimate of value is provided by the donor, and may be compared with the Iowa State University Land Survey as completed each calendar year. A TBH representative or its property management affiliate must complete a walkthrough of the property. It is understood that the intent to gift real property through an estate gift is a revocable commitment.

#### Gift Date

There is no recordable gift date for an intent to gift real property through an estate. Once the estate is realized, and the property is reviewed and accepted by the Gift Acceptance Committee, the date on the deed will be the date of the gift.

### ***Tangible Personal Property - Retained for TBH Use (Gifts-in-Kind)***

#### Definition

Property that is not classified as real property is classified as personal property. Examples of tangible personal property include, but are not limited to, vehicles, furniture and equipment.

#### Category

Tangible personal property that will be retained for TBH use and is valued in excess of \$5,000 is categorized as a moderate risk.

Tangible personal property retained for TBH use and valued at less than or equal to \$5,000 is categorized as a marginal risk.

#### Valuation

Gifts with fair market values exceeding \$5,000 will be reported at the values placed on them by qualified independent appraisers as required by the IRS for valuing noncash charitable contributions. Gifts of \$5,000 and under may be reported at either the value

declared by the donor or the value placed on them by a qualified expert. If a value as specified above is not placed on a gift of personal property, the value shall be recorded at \$1.

#### Evaluation

It is imperative that gifts-in-kind be used to complement the core mission of TBH. The use and need of the property should be clearly documented. Unless prearranged with the donor, no commitment will be made to keep gifts of personal property.

#### Gift Date

The gift date will be the date that TBH confirms it is in possession of the property. If title conveyance documents are required, either by TBH or by the donor, the gift date will be the effective date on the applicable document.

#### Other

Title to the property should be clear, unencumbered, and properly documented. Careful consideration should be given to maintenance, storage, and transportation costs of all gifts-in-kind.

### ***Tangible Personal Property – To be Sold***

#### Definition

Property that is classified as tangible personal property, but is not to be retained for TBH use, will be sold by TBH. TBH's intention to sell the property and use the proceeds to further its charitable activities shall be communicated to the donor in writing at the time of the gift. The required minimum gift of tangible personal property is \$5,000. The only exception is for a gift of grain or livestock, which has no minimum.

#### Category

Tangible personal property that will be sold is categorized as a material risk gift.

#### Valuation

Gifts with fair market values exceeding \$5,000 will be reported at the values placed on them by qualified independent appraisers as required by the IRS for valuing noncash charitable contributions. Gifts of \$5,000 and under may be reported at either the value declared by the donor or the value placed on them by a qualified expert. If a value as specified above is not placed on a gift of personal property, the value shall be recorded at \$1.

#### Evaluation

Careful consideration must be given to the acceptance of tangible personal property. This includes a review of marketability and ease of the sale. If a lengthy selling period is anticipated, TBH may ask the donor to cover expenses with an outright gift.

#### Gift Date

The gift date will be the date that TBH is in possession of the property. If title

conveyance documents are required, either by TBH or the donor, the gift date will be the effective date on the applicable document.

#### Other

Title to the property should be clear, unencumbered, and properly documented. Careful consideration should be given to maintenance, storage, and transportation costs of the property.

If the property is sold or otherwise disposed of within three years of the date of the gift, TBH must file an information return on IRS Form 8282 and send a copy to the donor.

### ***Charitable Gift Annuities***

#### Definition

A charitable gift annuity is a contract between an administrator and the donor. The donor makes an initial payment to the administrator and the administrator agrees to pay the annuitant an income for the rest of his/her lifetime. The entire assets of the administrator back the income payments of a gift annuity contract. The maximum annual payment to the annuitant is based on the annuitant's age and the fair market value of the contribution made by the donor. Since the annuitant expects to receive payments from the administrator for the remainder of his/her lifetime, the actual "gift" that TBH will ultimately receive has a value of significantly less than the donor's initial payment.

There are two types of gift annuities: current or deferred.

- A current gift annuity begins payments at the next payment date as determined by the administrator.

A deferred gift annuity has an initial payment that starts sometime after the gift date.

#### Category

Charitable gift annuities are categorized as a material risk gift.

#### Other

TBH does not administer its own charitable gift annuity program. Therefore, TBH will work through other organizations that will set up and administer charitable gift annuities for the benefit of TBH.

### ***Charitable Remainder Trusts***

#### Unitrusts Definition

A charitable remainder unitrust is established when a donor irrevocably transfers assets to a trustee, who then invests the trust's assets, and in return the donor and/or other beneficiary receives an amount equal to a set percentage of the fair market value of the assets of the trust, valued annually.

Income payments are based on a fixed percentage of the annual market value of trust assets and will vary in amount as the value of the assets change. Income in excess of the annual payment is added to the principal. Payments may be set for life or a term of years usually not to exceed 20 years. Payments to income beneficiaries must come exclusively from the trust assets and are not guaranteed by the trustee.

#### Annuity Trust Definition

A charitable remainder annuity trust is established when a donor irrevocably transfers assets to a trustee, who then invests the trust's assets, and in return the donor and/or other beneficiary receives an annual payout amount that is fixed irrevocably at the time of the gift and is stated in the trust agreement. The payout must equal at least 5% of the fair market value of the assets placed in the trust when it is created. Income in excess of the annual payment is added to the principal.

Income payments remain constant through the life of the trust, and will not vary in amount. Payments may be set for life or a term of years not to exceed 20 years. Payments to income beneficiaries must come exclusively from the trust assets and are not guaranteed by the trustee.

#### Category

Charitable remainder trusts are categorized as a material risk gift.

#### Other

TBH does not administer its own remainder trust program. Therefore, TBH will work through other organizations that will set up and administer charitable remainder trusts for the benefit of TBH.

## PLEDGES

### Definition

Unconditional pledges are commitments to give a specific dollar amount according to a fixed time schedule. This schedule may not exceed five years for any one gift, unless approved in advance by the Committee.

All pledges are required to be in writing. Acceptable written documentation may include TBH pledge form with donor signature, a letter initiated and signed by the donor, or an email from the donor's personal or business email address.

Conditional pledges are commitments to give a specific dollar amount only if future and uncertain conditions are met.

### Category

Unconditional pledges are categorized as a marginal risk.

Conditional pledges categorized as a material risk.

### Valuation

A pledge is valued at face value and is most often reflected in United States currency.

### Evaluation

The following minimum information must exist to document a pledge:

- the value of the pledge must be clearly specified;
- there must be a clearly defined payment schedule;
- the evidence of the pledge should include words such as “promise”, “agree”, “will”, “intend”, and
- the donor must be considered to be financially capable of making the gift.

### Pledge Date

The recorded pledge date will be the date the pledge documentation is received.

## **DEFERRED COMMITMENTS**

Deferred Commitments include:

- Charitable Bequests
- Retirement Plan Assets (TBH as Beneficiary)
- Life Insurance (TBH as Beneficiary)

### ***Charitable Bequests***

#### Definition

A charitable bequest is a written statement in a will or living trust that directs a contribution be made to TBH upon the death of the donor.

#### Category

A bequest of cash or publicly traded securities is categorized as a marginal risk gift.

Upon realization, a bequest of non-publicly traded (closely-held) securities, real estate, tangible personal property, or other assets must be approved or declined as described in this policy.

#### Valuation

Charitable bequests will be valued at the amount estimated by the donor.

### ***Retirement Plan Assets (TBH as Beneficiary)***

#### Definition

A donor may name TBH as beneficiary of retirement plan assets, including a 401(k), IRA, or other retirement plan. TBH may be named as the sole, partial or contingent beneficiary.

#### Category

A deferred commitment of retirement plan assets where TBH is a named beneficiary is categorized as a marginal risk gift.

#### Valuation

Retirement plan assets where TBH is a named beneficiary will be valued at the amount estimated by the donor or their financial advisor.

### ***Life Insurance (TBH as Beneficiary)***

#### Definition

A donor may name TBH as beneficiary of a life insurance policy that the donor continues to own. There is no obligation for TBH to carry out owner responsibilities,

including premium payments.

#### Category

A deferred commitment of life insurance gifts where TBH is to be the beneficiary are categorized as a marginal risk gift.

#### Valuation

Life insurance policies that name TBH as beneficiary only are valued at the face value, or specified dollar or percentage amount, as stated by the donor.

## **GIFTS NOT ACCEPTABLE**

Gift not acceptable include:

- Charitable Lead Trusts
- Life Insurance (TBH as Owner)

### ***Charitable Lead Trusts***

#### Definition

A charitable lead trust is designed to make periodic income payments to at least one charitable organization for a specific number of years, the lives of one or more individuals, or a combination of the two; after which the trust terminates and the assets pass to either the grantor or other non-charitable beneficiary.

#### Category

Cases where TBH is named as a charitable beneficiary of a charitable lead trust are categorized as a marginal risk gift. Donors wishing to pursue this gift option should directly seek the advice of their legal and financial advisors.

Given that each trust is established to meet the individual needs of a particular family situation and TBH would be the immediate beneficiary, TBH will not serve as trustee for a charitable lead trust.

#### Other

A charitable lead trust can be arranged to guarantee a steady stream of annual income for TBH or to fulfill pledge payments. Donors will receive gift credit for the annual payments to TBH.

### ***Life Insurance (TBH as Owner)***

#### Definition

TBH may be approached to become owner and beneficiary of a life insurance policy through the donor's contribution of an existing policy that is changed to name TBH as owner and beneficiary, or through the establishment of a new policy with TBH as the original policy owner and beneficiary.

#### Category

TBH shall not purchase or own a life insurance policy on the life of a donor.

# APPENDIX

## Appendix A: DONOR BILL OF RIGHTS

# A DONOR BILL OF RIGHTS

### DEVELOPED BY:



Association of Fundraising Professionals (AFP)



Association for Healthcare Philanthropy (AHP)



Council for Advancement and Support of Education (CASE)



Giving Institute: Leading Consultants to Non-Profits

**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 assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit 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 donations 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.

ADOPTED IN 1993 • COPYRIGHT AFP, AHP, CASE, GIVING INSTITUTE 2015 • ALL RIGHTS RESERVED



## Gift/Pledge Form

Please provide your contact information below.

Name: \_\_\_\_\_

Spouse/Partner's Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Home phone: \_\_\_\_\_

Employer Name: \_\_\_\_\_

### OUTRIGHT CONTRIBUTION

- I/We wish to make an outright gift of \$\_\_\_\_\_ payable to "The Bridge Home" (check enclosed).
- Please charge this gift of \$\_\_\_\_\_ to my/our credit card (authorized signature required at the end of this form).
- MasterCard     Visa Card Number \_\_\_\_\_ Expiration Date \_\_\_/\_\_\_
- I/We wish to make a gift of stock/securities.

### PLEDGE

*Pledges must be paid in full within five years. A minimum total commitment of \$5,000 is required to enter a pledge.*

- I/We wish to pledge a total gift of \$\_\_\_\_\_ payable in equal installments of \$\_\_\_\_\_ beginning in \_\_\_\_\_ (month/year)
- I/We intent to make payments     semi-annually     annually     monthly.
- I/We wish to receive pledge reminder letters, based on the above payment schedule.
- I/We do not wish to receive reminders.

### CORPORATE MATCHING GIFTS

- My/My spouse/partner's company offers a match for charitable contributions. Employer Name(s) \_\_\_\_\_
- My/My spouse/partner's matching gift forms are enclosed.

### RECOGNITION

Please clearly print name(s) as you would like it to be printed in donor recognition materials:

\_\_\_\_\_  In honor of     In memory of

### CONFIDENTIALITY

- Please note, I would like my gift be confidential and not included on any donor recognition materials.

DONOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DONOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### THANK YOU FOR YOUR SUPPORT OF THE BRIDGE HOME



225 S Kellogg Ave  
Ames, IA 50010  
515-232-8075

## Remembering The Bridge Home in Your Will

Suggested Text for a Will Provision

**The following sample bequest provisions may be helpful for your attorney in drafting will provisions:**

“I give, devise and bequeath to The Bridge Home, a not-for-profit corporation existing under the laws of the State of Iowa, and located at Ames, Iowa, \_\_\_\_\_(percent of your estate, dollars, property, securities, etc.) ...

### Preferred

... to be used pursuant to the current gift agreement(s) heretofore entered into by and between The Bridge Home and \_\_\_\_\_ (donor’s full name).”

### Or

... to be used for \_\_\_\_\_ (however you wish your gift to be used) at The Bridge Home.”

**It is also a good idea to include a “saving clause” in your will, in case something happens making it impossible for The Bridge Home to carry out your wishes exactly as stated in your bequest. A “saving clause” might read as follows:**

“In the event any provision of this bequest shall become void, illegal, impractical, unnecessary or impossible to perform because of laws or social or economic conditions, which determination shall be made by the board of directors of The Bridge Home, the board of directors shall then determine the best use of the bequest in keeping with the original intent of the donor.”

It is always a good idea to share your plans with The Bridge Home in order to be certain that the language used will accurately carry out your desires. For further information, please call us at 515.232.8075.



225 S Kellogg Ave  
Ames, IA 50010  
515-232-8075

## GIFT OF GRAIN NOTIFICATION FORM

In support of The Bridge Home, I/we wish to make a gift by donating bushels of grain.

### DONOR INFORMATION (Please print)

Name(s) \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

### PLEDGE INFORMATION

I (we) pledge a total of \_\_\_\_\_ bushels of \_\_\_\_\_  
(Number) (type of grain, e.g., soybeans, corn)

Name of grain elevator you will be utilizing for gifting grain to The Bridge Home:

\_\_\_\_\_

Elevator phone number: \_\_\_\_\_ Expected delivery date: \_\_\_\_\_

### PURPOSE OF GIFT

This gift is to be unrestricted and may be used where the need is greatest at the Bridge Home.

I/We wish to specify that this gift be used for the following purpose(s):

\_\_\_\_\_

It is my/our intent that this gift remains confidential.  Yes  No

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

### IMPORTANT TO CONSIDER

- Gift (transfer of ownership) occurs before the grain commodity is sold.
- The donor shall not sell the grain commodity or otherwise provide instructions of the sale of the grain.

### TAX INFORMATION

- The Bridge Home is a tax-exempt public charity under Internal Revenue code section 501(c)(3).
- In all cases, please contact your tax advisor for complete legal and/or tax advice regarding charitable donations. The Bridge Home and its staff do not provide legal or tax advice.

The Bridge Home is a 501(c)(3) non-profit organization. Tax ID# 42-1252893  
Requests from donors that their name not be released will be honored.



## Details of Legacy Society Membership:

Please answer the following questions to the extent to which you feel comfortable. It is often helpful to have a record of pertinent details of your plans to ensure that your wishes are carried out. Please provide details below or attach them separately. (\*Please attach a copy of the page or section from your will containing the bequest for our files.) If you are comfortable providing approximate amounts of your provision or percent of your estate, please do so. This document is confidential.

1. I have made the following provision(s) for my estate plan to include The Bridge Home:

**Bequest in my will\***

\_\_\_\_\_

**Charitable Trust** arrangement with The Bridge Home as beneficiary

\_\_\_\_\_

**Charitable Gift Annuity** with The Bridge Home as beneficiary

\_\_\_\_\_

**Retirement Account** with The Bridge Home as beneficiary

\_\_\_\_\_

**Other** (please explain)

\_\_\_\_\_

2. Does The Bridge Home have a service or program that is of special interest to you?

\_\_\_\_\_

3. How did you learn about The Bridge Home Legacy Society? (Please check all that apply)

- Attorney (Name) \_\_\_\_\_
- Family/Friends (Name) \_\_\_\_\_
- Financial Advisor (Name) \_\_\_\_\_
- The Bridge Home publication, event or publicity \_\_\_\_\_
- The Bridge Home staff or board member (Name) \_\_\_\_\_
- Other, please explain \_\_\_\_\_

4. Is there any other information you would like to share?

\_\_\_\_\_

\_\_\_\_\_

Please return to: The Bridge Home  
225 S Kellogg Ave  
Ames, IA 50010

Phone 515.232.8075  
Email [tbh@thebridgehome.org](mailto:tbh@thebridgehome.org)  
Website [www.thebridgehome.org](http://www.thebridgehome.org)

This form is for general purposes only and is not intended as legal or financial advice. The Bridge Home recommends that each person considering a planned gift consult with her or his own legal or financial advisor.



225 S Kellogg Ave  
Ames, IA 50010  
515-232-8075

## FORM FOR ELECTRONIC FUNDS TRANSFER

Credit this gift to my spouse/partner and to me.  
Please provide your contact information below.

Name \_\_\_\_\_ Spouse/Partner's Name \_\_\_\_\_

Home address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_  cell  home

### AUTHORIZATION AGREEMENT FOR ELECTRONIC FUND TRANSFERS (EFT)

1. Please complete the Gift Information section and choose Option 1 or 2.
2. Please complete the Transfer From section. (The routing number is the first series of numbers at the bottom of your check and the account number is the second series of numbers).
3. Attach a voided check along with this form (if available).
4. Sign the authorization and return to The Bridge Home

### GIFT INFORMATION

I (We) hereby authorize The Bridge Home to initiate debit entries as indicated below. I (We) acknowledge that the origination of EFT transactions to my (our) account must comply with the provisions of U.S. Law.

Gift Designation \_\_\_\_\_

Option 1: Transfer \$ \_\_\_\_\_ on the \_\_\_\_ (date) of each month for \_\_\_\_ months

Option 2: Transfer \$ \_\_\_\_\_ on the \_\_\_\_ (date) of each month until further notice

### TRANSFER FROM

Bank Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Routing # \_\_\_\_\_ Account # \_\_\_\_\_

This authority is to remain in effect for the time period identified above or until The Bridge Home has received written notification of termination from me (or either of us).

A record of each transaction will appear on your regular bank statement. You will receive a receipt after your gift has been processed.

DONOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



225 S Kellogg Ave  
Ames, IA 50010  
515-232-8075

## DONOR CONFIDENTIALITY REQUEST

I/We, \_\_\_\_\_ have made or am/are contemplating making a gift, pledge or bequest commitment to The Bridge Home and hereby request that my/our identity not be disclosed by The Bridge Home to the general public unless disclosure is required by law. I/We understand that The Bridge Home generally wishes to encourage donors to allow their gifts to be publicized because publicity serves to encourage others to similarly support the organization, but that the foundation also recognizes and respects the desire of some donors not to have their identities disclosed to the public.

I/We understand that as a result of this request, the only information The Bridge Home will make available for general public examination is the amount and purpose of my/our gift(s), pledge(s) or bequest commitment(s), and that unless otherwise required by law my/our identity and other personal information will not be disclosed.

I/We understand that I/we may withdraw this request as to any or all gifts, pledges or bequest commitments at any time.

### SCOPE OF REQUEST (complete only one of the following):

- This request shall apply to all gifts, pledges or bequest commitments I/we have made or may
- make at any time. This request shall apply only to the following specified gift(s), pledge(s) and/or bequest commitment(s)

*(use additional pages as needed):*

### DURATION OF REQUEST:

The Bridge Home's policy is that donor confidentiality will be preserved until the donor's death. Unless you request otherwise, after your death the organization will consider your name (but no other personal information) to be public information in connection with the gift(s) which are encompassed by this request. Please indicate below if you prefer instead that confidentiality be preserved after your death.

- My/Our identity should be kept confidential after my/our death(s).

DONOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DONOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_