

Tree Research and Education Endowment Fund
Policy/Procedure Statement
Subject: Gift Acceptance Policy No: XX-XXX

Purpose: This policy provides general guidance for the acceptance of charitable gifts to the Tree Research and Education Endowment (TREE) Fund in a manner that fully protects the assets, reputation, and research of the organization and its donors, supports the organization's charitable mission, and empowers staff and volunteers to fundraise effectively on its behalf. This policy is formulated to complement previously approved policies related to Planned Giving (Policy 03-BOD) and Endowments (Policy 05-BOD).

1. Acceptance of any offerings, property, securities, contributions, donations, bequests or grants (hereafter "gifts") or pledges to make the same is at the sole discretion of TREE Fund staff. TREE Fund staff will consider four criteria when evaluating gifts for acceptance:
 - a. Whether staff can spend, sell or invest the gift within TREE Fund's approved policies and procedures in a manner consistent with the organization's purpose and mission.
 - b. Whether the gift may be legally given and legally received in both the state and country where the gift is being made, and the state where the TREE Fund's offices are located.
 - c. Whether there are likely to be any tangible or perceived public relations, donor development, or future obligation liabilities associated with acceptance of the gift.
 - d. Whether acceptance of the gift will, under any reasonable set of circumstances, jeopardize the donor's financial security.
2. In cases where staff members are not able to clearly ascertain whether a gift complies with all four acceptance criteria, the staff member(s) being offered the gift must submit it for the President and CEO's review and action before acceptance. Should the President and CEO be unable to clearly assess whether a gift complies with all four criteria, or when he/she determines that either accepting or declining the gift may impact negatively on TREE Fund in any way, he/she must provide a summary of the proposed gift and his/her concerns in writing via the Chairman for consideration by the Board of Trustees, or the Executive Committee acting on the Board's behalf. The Board's decisions on such gifts will be transmitted in writing to the staff via the President and CEO.
3. TREE Fund staff will provide written acknowledgments to all donors meeting Internal Revenue Service (IRS) substantiation requirements for gifts. However, except for gifts of cash, cash equivalents and publicly traded securities, no value shall be ascribed to any receipt or other form of substantiation of a gift received by TREE Fund. TREE Fund staff will not provide advice about the taxability or other treatment of gifts and will encourage donors to seek guidance from their own professional advisors to assist them in the process of making their gift. TREE Fund will respect 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, TREE Fund will restrict information about the donor to only those staff members with a need to know.
4. Volunteers wishing to fundraise on TREE Fund's behalf must receive explicit advance approval from TREE Fund staff before embarking upon fundraising activities. Use of TREE Fund's name, marks and logos during volunteer fundraising activities is also subject to explicit advance TREE Fund staff approval. Any gifts received through volunteer fundraising activities must be expeditiously transmitted to TREE Fund's corporate office for processing and gift acknowledgment.