

5410 Gift Acceptance Policy

Purpose

To define the types of gifts Catholic Charities, Inc. - Wichita (CCW) accepts and the conditions under which they are received, ensuring alignment with the organization's mission and compliance with legal and ethical standards.

Scope

This policy applies to all staff, volunteers, and board members involved in the solicitation, receipt, and management of charitable gifts.

Policy Statement

Catholic Charities accepts a variety of gifts to support its mission. All monetary gifts must be given with charitable intent and will be classified accordingly. The Administration is responsible for the approval and acceptance of all gifts to CCW, subject to the policies and procedures in this document or those that may be adopted in the future.

Catholic Charities, Inc. reserves the right to decline donations for any reason, particularly those that do not align with our mission or current needs.

Acceptable Gift Types

Subject to the declination rights described in this policy, the following types of gifts are approved:

1. In-Kind Gifts
 - a. Goods or items deemed acceptable per the In-Kind Donation Policy
 - b. Food in original packaging, unopened, and not expired
2. Cash Gifts
 - a. Outright gifts of cash
 - b. Unrestricted gifts
 - c. Restricted gifts to specific entities, programs, or the Endowment Fund
3. Endowment Gifts
 - a. Gifts of \$25,000 or more to establish a new Endowment Fund
4. Marketable Securities
 - a. Stocks, bonds, or mutual funds
5. Donor-Advised Fund Distributions
6. Planned and Deferred Gifts
 - a. Bequests through wills or trusts
 - b. Charitable remainder trusts
 - c. Charitable lead trusts
 - d. Life insurance policies
 - e. Retirement plan beneficiary designations
 - f. Other deferred giving instruments approved by the Executive Director

7. Other Gifts
 - a. Any other gifts approved by the Executive Director

Unacceptable Gift Types

1. Real estate of any type
2. Gifts from organizations or individuals whose values or practices conflict with those of CCW
3. Gifts which are cumbersome to hold, manage or sell
4. Gifts with legal or unreasonable requirements attached to the use of the gift

Use of Gifts and Associated Income

All gifts will be used for the stated purpose for which they were given and accepted to the maximum extent possible. Unrestricted or non-designated gifts will be available for use as determined appropriate by CCW Administration. Any income generated by restricted cash gifts not designated for endowment will be treated as unrestricted and flow into the general fund.

Pledges

Catholic Charities accepts pledges for major campaigns, such as Capital Campaigns and Endowments. In general, such pledges are expected to be paid within three to five years, depending on the total gift amount. All such pledges must be recorded in the database with regular reports being sent to the Executive Director and Director of Development on a quarterly basis.

Some gifts are committed prior to payment, such as major gifts for a campaign match. Such gifts must be recorded as a pledge and included in the pledge reports until the pledge is completely paid. These must be paid upon meeting the conditions of the match donor.

Tax Deductibility of Gifts

CCW is classified as a 501(c)(3) non-profit organization. Gifts to CCW are tax-deductible to the extent permitted by law. Donors should consult their tax advisors regarding the deductibility of each gift. The organization's Tax ID will be published on the giving pages to assist donors in claiming legal tax deductions.

Related Policies:

5. In-Kind Donation Policy (outlines acceptable in-kind donations)
6. Planned Giving Policy

Procedures

In general, Catholic Charities, Inc., leverages the expertise and tools provided by the Catholic Diocese of Wichita to process certain types of gifts, including securities. When declining gifts, staff are asked to provide alternative partner nonprofits to which a donor may donate their items, real estate, etc.

Gift Appraisal

7. CCW is not qualified to appraise or establish the value of any asset.
8. Donors are responsible for obtaining independent appraisals for tax purposes.

Gift Confidentiality

9. See the Donor Privacy Policy.

Quid Pro Quo Statutes

10. Disclosure of benefits and/or services associated with gifts to CCW will be furnished to the donor as required by federal and state law.

Finder's Fee

11. CCW will not pay a finder's fee or any type of commission for any gift.
Applicable Diocese Procedures

12. Securities gifts, including stocks and bonds, are processed by the Catholic Diocese of Wichita, Development Department on behalf of CCW. See the Planned Giving Policy for details.