Gift Acceptance Policy

Effective Date: March 25, 2019

Mission of Operation Food Search – to nourish and educate our neighbors in need to heal the hurt of hunger.

**I. Purpose**

This document is intended to govern the acceptance of charitable gifts by Operation Food Search (OFS) and to provide general guidance to prospective donors and their advisors when making charitable gifts supporting the organization. It is understood that, except where stated otherwise, these policies are intended as guidelines. Flexibility must be maintained, since some gift situations are complex, and decisions will be made only after consideration of a number of interrelated factors.

Acceptance of any contribution, gift or grant is at the discretion of Operation Food Search. Operation Food Search will not accept any gift unless it can be used or expended consistently with the purpose and mission of Operation Food Search.

**II. Types of Gifts**

OFS will accept donations of cash or publicly traded securities. It is the policy of OFS to sell all securities immediately upon receipt, except in situations agreed upon by both the donor and OFS. Gifts of in-kind services will be accepted at the discretion of OFS.

Certain other gifts, real property, personal property, in-kind gifts, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed prior to acceptance due to the special obligations raised or liabilities they may pose to OFS. The OFS Executive Director will present such gifts to the Board of Directors to review and approve by a majority vote.

OFS reserves the right to decline any gift. Gifts that may be refused include, but are not limited to, gifts that are:

* deemed to be outside OFS’s mission
* in violation with the terms of OFS’s organizational documents, statutes or by-laws
* contrary to applicable legal, ethical or professional standards
* expected to create a negative cash flow transaction
* disreputable to OFS

 **III. Gift Crediting and Recognition**

OFS will provide acknowledgments to donors meeting IRS substantiation requirements for property received by the charity as a gift. However, except for gifts of cash and publicly traded securities, no value shall be ascribed to any receipt or other form of substantiation of a gift received by OFS.

OFS will respect the intent of the donor relating to gifts for restricted purposes. When a donor desires anonymity, OFS will restrict information about the donor to only those staff members with a need to know.

OFS will not compensate, whether through commissions, finders’ fees, or other means, any third party for directing a gift or a donor to OFS.

**IV. Donor Responsibilities**

OFS will refrain from providing advice about the tax or other implications of gifts and will encourage donors to seek guidance from their own professional advisors to assist them in the process of making their gift.

It is the donor's responsibility to determine whether it is necessary to obtain an appraisal of a proposed gift of real or personal property and, if so, to secure such appraisal. OFS does not perform appraisals and cannot serve as a qualified appraiser under the tax laws.

**V. Use of Legal Counsel**

OFS may seek the advice of legal counsel in matters relating to acceptance of gifts, particularly with regard to any gifts which may lead to legal liability for OFS.