

Haddam Historical Society

Gift Acceptance Policy

I. Purpose The purpose of this Gift Acceptance Policy is to provide a clear and consistent approach to the acceptance of gifts made to the Haddam Historical Society (HHS), ensuring the alignment of gifts with the mission and values of the organization while complying with legal and ethical standards.

II. Guiding Principles HHS encourages the generous support of donors through gifts of various kinds. To safeguard both the donor and the society, all gifts must be consistent with the organization's mission to preserve and promote the history and culture of Haddam. All gifts accepted by HHS will be used to support the organization's work and enhance its programs and services.

III. Types of Acceptable Gifts

HHS will accept the following types of gifts, subject to the approval of the Board of Directors or the Executive Director:

1. **Cash and Cash Equivalents**

Cash donations in the form of checks, credit card payments, and electronic transfers.

2. **Securities**

Publicly traded stocks, bonds, and mutual funds.

3. **Real Property**

Land, buildings, or other real estate, subject to a review of the property's marketability, costs of maintenance, and potential liability by the Board of Directors.

4. **Personal Property**

Tangible items such as artwork, antiques, historical artifacts, collections, and other items of cultural or historical value that are aligned with HHS's mission.

5. **Planned Gifts**

Bequests, charitable remainder trusts, and other planned gifts that comply with applicable laws and HHS's mission. Planned gifts will be accepted in accordance with the Planned Giving Policy.

6. **Restricted Gifts**

Gifts that come with specific restrictions or stipulations will be considered if they align with the organization's purpose and programs. Such gifts must be reviewed and approved by the Board of Directors to ensure they are acceptable and feasible.

IV. Types of Gifts Not Accepted

The following types of gifts will not be accepted by HHS:

1. **Gifts that impose significant ongoing expenses or liabilities** for maintenance, insurance, or management, unless such costs can be fully covered by the donor or are offset by other resources.

2. **Gifts that are not in line with the mission** of HHS or that may be considered controversial, inappropriate, or have no historical or educational value.

3. **Undesirable items** such as gifts that are perishable or pose a risk to public health or safety.

V. Gift Review and Approval Process

1. Initial Review

All gifts, regardless of type or value, will be reviewed by the Executive Director. The Executive Director will consult with the Board of Directors to determine the suitability of the gift if such consultation is required by this policy or if such consultation is determined by the Executive Director to be in the best interests of HHS.

2. Board Review

If necessary, a recommendation will be made to the HHS Board of Directors for final approval, particularly in cases involving real property, large monetary donations, or gifts with complex restrictions.

3. Gift Acknowledgment

All accepted gifts will be promptly acknowledged with a written receipt outlining the nature of the gift, its value (if applicable), and any relevant tax implications. HHS will comply with IRS guidelines for acknowledging charitable gifts. The value of gifts of real property will not be acknowledged by HHS unless accompanied by a qualified appraisal. In accordance with IRS regulations, HHS cannot pay for the appraisal.

VI. Donor Confidentiality

HHS respects the privacy of its donors. Personal information and details about gifts will be kept confidential and will not be disclosed without the donor's consent, unless required by law. HHS will maintain confidentiality regarding the amount and terms of gifts received unless otherwise agreed upon by the donor.

VII. Ethical Considerations

All gift transactions will be conducted ethically, in compliance with relevant laws, and with respect for the donor's intent. No donor will be coerced or unduly influenced in the gift-making process. HHS will not offer professional or financial advice but may recommend that donors seek such advice independently.

VIII. Donor Recognition

HHS will recognize donors in ways that align with the donor's wishes, while maintaining the integrity of the organization's mission. Recognition may include acknowledgment in annual reports, newsletters, or other public communications unless the donor prefers anonymity.

IX. Conclusion

This policy is designed to ensure that all gifts are accepted in a manner that is consistent with the organization's mission and operational capacity. The Haddam Historical Society is deeply grateful for the generosity of its supporters and is committed to handling all gifts with respect, care, and responsibility.

Approved by:

Board of Directors, Haddam Historical Society

Date: