



16201 Gordon Cummings Rd. | Canyon, TX 79015
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www.dovecreekequinerescue.org

Gift Acceptance Policy & Guidelines

1. General

The purpose of this policy is to ensure that gifts accepted by Dove Creek Equine Rescue (hereinafter referred to as “DCER”), a 501 (c) (3) nonprofit organization, are related to and advance the mission of DCER and that the acceptance of any gift does not adversely affect the organization’s designation as a charitable organization under Section 501(c)(3) of the Internal Revenue Code, or the organization’s reputation, creditably, or capacity to fulfill its mission. DCER reserves the right to reject any gift that is inconsistent with this policy.

DCER does not advise donors as to the tax and estate planning consequences of their gifts and urges all prospective donors to seek the advice of a professional legal tax or financial advisor prior to making such gifts.

2. Use of Legal Counsel

Gifts that require DCER to act in any fiduciary capacity, or those that name DCER as a trustee or title holder, will require the advice of legal and financial advisors and the approval of both the Executive Director, Operations Director, and the Board of the Directors prior to acceptance of the gift. Review by counsel is recommended for:

- A. Gifts of securities that are subject to restrictions or buy-sell agreements.
- B. Documents naming DCER as trustee or requiring DCER to act in any fiduciary capacity.
- C. Gifts requiring DCER to assume financial or other obligations.
- D. Transactions with potential conflicts of interest.
- E. Gifts of property which may be subject to environmental or other regulatory restrictions.

3. Restrictions on Gifts

DCER will not accept gifts that (a) would result in DCER violating its corporate charter, (b) would result in DCER losing its status as an IRC 501(c)(3) not-for-profit organization, (c) are too difficult or too expensive to administer in relation to their value, (d) would result in any acceptable consequences for DCER, or (e) are for purposes outside DCER’s mission.



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Gifts that may require repair, maintenance, insurance, or other resources to be expended by DCER which are out of the ordinary must be approved by the Executive Director, Operations Director, and Executive Committee of the DCER Board of Directors prior to the gift's acceptance. Equines and any other animals that are offered for donation (not for future adoption) must be in good health and suitable for any DCER program, and must have the approval of the Executive Director, Operations Director, and Executive Committee of the DCER Board of Directors prior to the animal being accepted.

4. Gifts Generally Accepted without Review

The following are gifts generally accepted without needing any review:

- Cash: Cash gifts are acceptable in any form, including check, money order, credit card, or online. Donors wishing to make a gift by credit card must provide the card type, (e.g. Visa, Master Card, Discover, or American Express), name of card holder as it appears on the card, card number, expiration date, and the CCV number on the back (security code).
- Marketable Securities: Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly upon receipt unless otherwise directed by DCER's Finance Committee. In some cases, marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the Finance Committee.
- Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans: Donors are encouraged to make bequests to DCER under their wills, and to name Dove Creek Equine Rescue as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.
- Charitable Remainder Trusts: DCER will accept designation as a remainder beneficiary of a charitable remainder trust.
- Charitable Lead Trusts: DCER will accept designation as an income beneficiary of charitable lead trusts.



5. Gifts Accepted Subject to Prior Review

Certain forms of gifts or donated properties may be subject to review prior to acceptance.

Examples of gifts subject to prior review include, but are not limited to:

- *Tangible Personal Property*: Executive Director shall review and determine whether to accept any gifts of tangible personal property in light of the following: (a) Does he property further the organization's mission? (b) Is the property marketable? (c) Are there any unacceptable restrictions imposed on the property? (d) Are there any carrying costs for the property for which the organization may be responsible? (e) Is the title/provenance of the property clear? (f) If valued over \$10,000 the Finance Committee shall approve the donation.
- *Donations of Animals (not allowed for adoption)*: Equines and any other animals that are offered for donation must be in good health and suitable for the programs at DCER and must have approval of the Operations Manager and Executive Director, after a trail period, prior to the animal being accepted.
- *Life Insurance*: DCER will accept gifts of life insurance where Dove Creek Equine Rescue is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.
- *Real Estate*: All gifts of real estate are subject to review by the Finance Committee. Prior to acceptance of any gift of real estate other than a personal residence, DCER shall require an initial property inspection by a qualified firm.
 - Criteria for acceptance of gifts of real estate include:
 - Is the property useful for the organization's purposes?
 - Is the property readily marketable?
 - Are the covenants, conditions, restrictions, reservations, easements, encumbrances, or other limitations associated with the property?
 - Are the carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property?
 - Does the property inspection and appraisal reflect that the property is damaged or otherwise requires remediation?



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6. Gift Acknowledgement

DCER will provide a prompt written acknowledgement of every gift with a description of good and services if any, provided by DCER in exchange for the gift. In addition, donors' gifts will be properly recognized with thank you notes, social media expose (if wanted), and other timely correspondence.

7. Valuation of Gifts

DCER will not assume responsibility for providing a value of the gift to the donor unless the item donated is intended to be sold. If the item donated is intended by the donor to be sold, then DCER will advise the donor of the sales proceeds received. If the donated item is not intended to be sold, the donor shall be solely responsible for determining a fair market value of the item donated for purposes of tax reporting on the donor's individual tax return.

IF LISTED ON WEBSITE:

The Board of Directors have approved this Gift Acceptance Policy and Guidelines, but the policy may change from time to time so please check back periodically. If at any time you have questions or concerns about DCER's gift acceptance policy, please feel free to contact us at info@dovecreekequinerescue.org