



helping nonprofits and NGOs worldwide thrive in challenging times

Sample gift policy and disclosure form

As part of its conflict of interest policy, [INSERT YOUR NONPROFIT NAME] requires that directors, officers, employees and volunteers decline to accept certain gifts, consideration or remuneration from individuals or companies that seek to do business with [NONPROFIT] or are a competitor of it. This policy and disclosure form is intended to implement that prohibition on gifts.

Section 1. "Responsible Person" is any person serving as an officer, employee, volunteer, or a member of the board of directors of [NONPROFIT].

Section 2. "Family Member" is a spouse, domestic partner, parent, child or spouse of a child, or a brother, sister, or spouse of a brother or sister, of a Responsible Person.

Section 3. "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services or rights of any kind, receipt of a loan or grant, or the establishment of any other pecuniary relationship. The making of a gift to [NONPROFIT] is not a "contract" or "transaction."

Section 4. Prohibited gifts, gratuities and entertainment. Except as approved by the Chairman of the Board or his/her designee or for gifts of a value less than \$50 which could not be refused without discourtesy, no Responsible Person or Family Member shall accept gifts, entertainment or other favors from any person or entity which:

1. Does or seeks to do business with [NONPROFIT] or,
2. Does or seeks to compete with [NONPROFIT] or,
3. Has received, is receiving, or is seeking to receive a Contract or Transaction with [NONPROFIT].

GIFT STATEMENT

I certify that I have read the above policy concerning gifts, and I agree that I will not accept gifts, entertainment or other favors from any individual or entity, which would be prohibited by the above policy. Following my initial statement, I agree to provide a signed statement at the end of each calendar year certifying that I have not received any such gifts, entertainment or other favors during the preceding year.

Name (Signature)

Date