

NAIGC Gift Acceptance Policy  
*Version 2.0 / Last Amended 8/17/2016*

- I. Overview
  - A. The NAIGC is an incorporated, tax-exempt nonprofit with 501(c)(3) status, and any donations to NAIGC may be tax-deductible.
  - B. Purposes of this Policy: To inform donors, potential donors, and NAIGC's Board Members and officers about how the NAIGC will handle its relationships with its donors; and to explain how the Board internally handles fundraising and donations.
- II. Donating to the NAIGC
  - A. If the NAIGC receives an unrestricted monetary gift or a monetary gift to an existing endowment pool, then that gift is automatically accepted upon receipt. For all other types of gifts, the Fundraising Team will weigh the benefits of accepting a specific type of gift as well as the costs of managing that gift. Based on that evaluation, the Fundraising Team will make a recommendation to the Board, which will have the sole and final authority to accept the gift on behalf of the NAIGC. Whether NAIGC will accept these gifts will depend on a gift's relevance to NAIGC's tax-exempt mission, the costs of maintaining the gift, and the value of the gift to NAIGC.
  - B. Rules for Specific Types of Gifts
    - 1. Publicly-Traded Securities: The NAIGC accepts gifts of publicly-traded securities, but will review each of them on a case-by-case basis to see if the particular securities fit into its investment portfolio before deciding whether to retain or sell the securities. The NAIGC will strive to inform the donor of its decision before the donation is made.
    - 2. Closely-Held Securities: Because they are not publicly traded, the value of closely-held securities can be difficult to determine and they are not always as easily sold or marketable as publicly-traded securities. It is for this reason that NAIGC will only accept closely-held securities on a case-by-case basis, and this review process may require the retention of an expert to appraise the securities or the consultation of legal counsel to evaluate any restrictions on the securities and to avoid generating taxable income for NAIGC.
    - 3. Real Estate: NAIGC's case-by-case review of real estate gifts may require the donor to provide a current appraisal of the property's value to NAIGC, disclose any limitations on the donor's ownership of the property, and provide NAIGC with a copy of the donor's title to the property. During this review process, NAIGC will also determine whether it will subsequently keep the real estate and maintain it for NAIGC's own use or sell the property for conversion into cash. NAIGC will strive to inform the donor of its decision before the donation is made.
    - 4. Corporate Sponsorships: The NAIGC is free to enter into agreements for corporate sponsorships as long as those agreements do not jeopardize the NAIGC's tax-exempt status or reputation within the gymnastics community. In negotiating and reviewing any corporate sponsorship agreement, the Board or its designated committee must take the following factors into consideration:

- a) Whether the terms of the agreement are consistent with the image and mission of the NAIGC;
  - b) Whether the terms of the agreement are consistent with the NAIGC's 501(c)(3) tax-exempt and non-profit statuses;
  - c) Whether the terms of the agreement are consistent with the well-being of the NAIGC's membership;
  - d) The likelihood that the agreement will generate unrelated business taxable income;
  - e) The sponsoring organization's reputation and public image; and
  - f) The ramifications of choosing sides in the context of a competitive business environment.
5. Pledges: The NAIGC will automatically accept all proposed pledges at the donor's word. If the donor fails to support or follow through on the pledge, the pledge should be cancelled immediately and not recorded as a donation to the NAIGC.
- C. Donor Benefits: Donors should not expect to receive special goods or services in return for their contributions unless those benefits were specifically approved by the Board.
- D. Donor Recognition and Privacy: The NAIGC is compliant with all U.S. privacy laws. The NAIGC limits its use of donor records to the sole purpose of fundraising and marketing for NAIGC. It also restricts access to donor records to only those individuals within NAIGC who "need to know" and requires those with access to keep the donor records confidential. Lastly, NAIGC will not sell or distribute its donor records or contact information to outside organizations. But NAIGC may release a donor's information under the following circumstances: (a) to publicly recognize the donors for their contribution, unless the donor expressly indicates otherwise, and (b) to comply with subpoenas, disclose donor information to the IRS when required to do so, or comply with any other legal requirements.

### III. Procedures

- A. No NAIGC resources may be used to implement a fundraising option unless that option has first been approved by the Board.
- B. Record-keeping, Accounting, and Reporting Procedures: NAIGC complies with best accounting and recordkeeping practices, including Generally Accepted Accounting Principles (GAAP). The Fundraising Committee will promptly acknowledge a donor's contribution in writing once a donation has been accepted. Receipts should include, but are not limited to 1) the amount of money contributed or a description (but not the value) of any property donated to the NAIGC, and 2) whether the donor did or did not receive any goods or services and the estimated value of those goods and service, in return for their contribution.
- C. Using Legal Counsel: Because the NAIGC is the recipient of a donor's gift, it would be a conflict of interest for the NAIGC to also act as the donor's adviser. So before making any gift, a donor should seek the advice of legal counsel or tax professionals outside of the NAIGC. The NAIGC is not authorized to, and does not engage in, the practice of law, including advice about the tax deductibility of any donations. The NAIGC may use legal counsel to review gifts under any of the following circumstances:

1. The gift appears to compromise the mission and/or purpose of the NAIGC.
  2. The donor attempts to treat his or her gift as a share or other ownership interest in the NAIGC.
  3. The donor contemplates a gift of closely-held stock or tangible property.
  4. The gift involves a transaction that is governed by contracts or legal documents, such as a trust naming NAIGC as trustee or a gift of title to real property.
  5. The gift involves any transactions with potential conflicts of interest, such as the lease of gift property to individuals, the Board of Directors, or NAIGC members.
- IV. Gifts can generally be classified along two dimensions: the timing of the gift and the type of asset being given.
- A. Timing of the Gift
    1. Current Gifts: A current gift occurs when a donor gives NAIGC all of the donor's current rights to some property or money. Examples include cash; stocks and other securities; tangible personal property such as jewelry, gymnastics equipment, or a car; and sometimes real estate.
    2. Split-Interest Gifts: A split interest gift occurs when a donor transfers some of the donor's rights to property or money, but the donor also keeps some rights in the property for himself or herself. For example, a donor might give the principal amount of an annuity to NAIGC, but keep his or her future rights to the interest payments as regular income for himself or herself.
    3. Future Gifts: A future gift occurs when a donor transfers a donor's future (rather than current) rights to property or money, but keeps her current rights in the property. A common type of future gift is a charitable bequest—a plan in either the donor's will or trust to give NAIGC some property or money at the donor's death, while the donor keeps the property during her lifetime.
  - B. Type of Asset: There are countless types of assets, but some of the more common are listed below.
    1. Cash or Cash-Equivalent
    2. Tangible Personal Property: Tangible personal property includes such things as cars, boats, clothes, gymnastics equipment, and jewelry.
    3. Intangible Personal Property: Intangible personal property includes such things as licenses, patents, copyrights, trademarks, and trade secrets.
    4. Stock and Other Securities: There are two kinds of securities - publicly-traded and closely-held.
      - a) Publicly-traded securities include stocks that are traded on national or regional stock exchanges.
      - b) Closely-held securities are those that are not publicly traded on a national or regional stock exchange.
    5. Real Estate: Real estate gifts include real property, such as land, buildings, and rental property.
    6. Life Insurance and Annuities
    7. Corporate Sponsorships
    8. Pledges