

Antelope Valley Showcase Chapter Donation Policy and Procedures

February 11, 2018

1. PURPOSE

The purpose of this policy is to provide adequate and consistent procedures for acceptance and documentation of donations made to the Antelope Valley Showcase Chapter. It is the Policy of the Chapter to encourage and support the pursuit of donations to provide supplemental financial support for the community programs provided by the Chapter. This Policy is intended to support the ability to increase revenue and partnerships and does not limit the Chapter's ability to apply for grant funding.

2. POLICY

Types of Donations

Donations may be received in the form of cash, in-kind services, materials or sponsorships. Designated donations are those donations that the donor specifies for a particular Chapter program, or purpose. Undesignated donations are those donations that are given to the Chapter for unspecified use.

Acceptance of undesignated donations of cash or tangible items.

- A. Based on the value of the donation as outlined below, the appropriate officer of the Chapter will review the acceptability of any donation and determine if the benefits to be derived warrant acceptance of the donation. Criteria for evaluation include consideration of any immediate or initial expenditure required in order to accept the donation, the potential and extent of the Chapter's obligation to maintain the donation, and the Chapter's benefit to be derived from the donation.
- B. All undesignated or unfettered donations of cash may be accepted by the Finance Coordinator or Team Coordinator.
- C. Designated donations of cash or items valued at \$10,000 or below may be accepted by the Finance Coordinator.
- D. Designated donations of cash or items valued more than \$10,000 and up to \$50,000 may be accepted by the Team Coordinator. A copy of the signed donation acceptance form shall be forwarded for information to the Finance Coordinator.
- E. Donations of cash or items valued more than \$50,000 must be reviewed and accepted by the Management Team of the Chapter. A copy of the signed donation acceptance form shall be forwarded for information to the Finance Coordinator.

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Declined donations

The donation must have a purpose consistent with the Chapters goals and objectives. The Antelope Valley Showcase Chapter reserves the right to decline or return any donation if, upon review, acceptance of the donation is determined to be not in the best interest of the Chapter.

Acknowledgment of donations

Acknowledgment of donation should be in writing and all donations made through the Antelope Valley Showcase Chapter will be the responsibility thereof. All letters of acknowledgment shall be signed by the Team Coordinator of the Chapter.

A written acknowledgment is required to substantiate a charitable contribution of \$250 or more must contain the following information:

- Name of the Organization or Individual;
- Amount of cash contribution;
- Description (but not value) of non-cash contribution;
- Statement that no goods or services were provided by the Chapter, if that is the case;
- Description and good faith estimate of the value of goods or services, if any, that organization or Individual provided in return for the contribution; and
- Statement that goods or services, if any, that the organization or Individual provided in return for the contribution consisted entirely of intangible benefits, if that was the case.