

National Laboratory for Education Transformation (NLET)

Non-Standard Gift Acceptance Policy

This policy covers acceptable conditions under which NLET may receive non-cash or non-standard gifts.

The objective of this policy is to identify specific cases in which NLET may receive non-cash gifts, the types of non-cash gifts that may be accepted, and the manner in which those determinations are made. This purpose of this policy is to protect NLET from assuming undue risks and liabilities and ensure that it complies with all laws and Internal Revenue Service requirements governing charitable organizations.

Because non-cash gifts may have additional direct and/or non-direct costs associated with their handling, each potential gift must be carefully evaluated in order to ensure that the gift is truly beneficial to NLET. NLET also desires to encourage donors to give by showing appreciation for the proposed gift, regardless of whether or not the proposed gift is ultimately accepted or rejected.

In general, no gift shall be accepted by a member if it only benefits that member without a substantially larger benefit to the administration of this organization's mission or programs.

The Board of Directors has the authority and responsibility to make determinations related to the acceptance of non-cash gifts on behalf of NLET. All non-cash gifts shall be evaluated prior to their acceptance by both the President and the CFO..

NLET will accept unrestricted non-cash gifts for specific programs and purposes, provided that such gifts are consistent with the stated mission, purposes and priorities of NLET. Gifts considered to be too restrictive are those that violate the terms of NLET's Bylaws, are too difficult to administer, or are for purposes outside the mission of NLET. Matters related to the restricted nature of a gift shall be handled by the Board and recorded by the Board Secretary.

Cash and certificates of deposit can be immediately accepted by NLET.

Non-cash gifts requiring approval by the Board of Directors include securities, bonds, real estate, tangible personal property, charitable remainder trust beneficiary designations, bequests, and retirement or life insurance plan beneficiary designations. All such gifts shall be reviewed and evaluated by both the President and the CFO before presentation to the Board.

Criteria to be used to assess a non-cash gift shall include:

- Is the gift useful to NLET?
- Is the gift marketable?
- Is there a readily determinable fair market value?

- Are there any restrictions, reservations, easements, or other limitations associated with the use, sale or display of the gift?
- Are there costs (such as insurance, taxes, or mortgages) associated with the gift?
- Are there costs (such as transfer or legal fees) associated with transferring title of the gift to NLET?
- Have the proper certifications or audits been conducted?

Non-cash gifts that will not be accepted include real property subject to liens or other encumbrances, life insurance policies, and business interests.

When appropriate, NLET will seek the advice of legal or other professional counsel (such as a financial advisor or appraisers) related to the acceptance of non-cash gifts.

NLET strongly encourages prospective donors to seek the counsel of professional legal and/or financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences.

Where required, it is the responsibility of the donor to secure an independent appraisal and independent legal counsel for all non-cash gifts made to NLET.

NLET shall record the value of all non-cash donations in compliance with Generally Accepted Accounting Principles established by the American Institute of Certified Public Accountants and Internal Revenue Service guidelines.