

Gift Acceptance Policy

I. Purpose

The purpose of this Gift Acceptance Policy is to guide the staff, board members, donors, and advisors of **TECH Team Advantage (TECH Team)** in evaluating and accepting gifts. The policy ensures that all gifts to the organization support its mission, are consistent with its values, and do not place an undue burden or liability on the organization.

II. Mission

TECH Team is a nonprofit organization that strives to be the service mission that others may turn to for technical knowledge and know-how.

III. General Policy

- **Acceptance:** **TECH Team** will accept gifts that are consistent with its mission and that do not conflict with its core values, policies, or long-term interests.
- **TECH Team does not provide tax or legal advice** and “encourages all donors to consult their advisors.”
- **Right to Decline:** **TECH Team** reserves the right to decline any gift that:
 - Is inconsistent with the organization’s mission or programs
 - Would result in an undue financial or administrative burden
 - Carries restrictions that are too difficult to administer
 - Comes from sources or includes conditions that could damage the organization’s reputation

IV. Types of Acceptable Gifts

The following gifts are generally accepted:

1. **Cash and Checks**
 - Accepted regardless of amount. Checks should be made payable to **TECH Team Advantage**.
2. **Publicly Traded Securities**
 - These will generally be sold upon receipt unless otherwise directed by the board.

3. **Bequests and Beneficiary Designations**

- Accepted through wills, trusts, life insurance, retirement accounts, and other beneficiary designations.

1. **In-Kind Donations**

- Must be reviewed for usefulness, condition, and alignment with organizational needs.

2. **Real Estate**

- Requires prior review and approval by the Leadership Team and/or Board of Directors. Must include an environmental assessment and qualified independent appraisal.

Criteria for acceptance of the property shall include:

- The property is expected to be marketable within six months.
- Any restrictions, reservations, easements, or other limitations associated with the property are known and minimal.
- Any carrying costs, which may include insurance, property taxes, mortgages, or notes, associated with the property are known and deemed manageable.
- The appraisal/survey reflects that that property is sound and in acceptable condition for resale.
- The cost of obtaining necessary documents and fees associated with risk assessment and remediation studies; property taxes; maintenance, management and insurance appraisals; title reports and legal fees will be borne by the donor.

3. **Tangible Personal Property**

- Such as vehicles, artwork, or equipment, reviewed on a case-by-case basis.
- Jewelry, artwork, collections, and other personal property shall not be accepted unless there is reason to believe the property can be quickly sold.
- No personal property shall be accepted that obligates TECH Team to ownership of it in perpetuity.
- Serious valuation problems exist with respect to a number of categories of personal property, especially art and other “collectibles.” If a gift of personal property is to be considered based on the aforementioned criteria, the donor will be asked to obtain a bona fide appraisal or documentation of fair market value and ease of sale.

4. Life Insurance

- The organization may accept gifts of life insurance policies where it is named as the beneficiary or owner.

5. Charitable Trusts and Annuities

- Reviewed in collaboration with legal and financial advisors.

6. Timeshares

- As a matter of policy, TECH Team does **not accept gifts of timeshares**. While we deeply appreciate the generosity of our supporters, timeshares present a number of challenges that make them unsuitable for our organization to receive, including:
 - i. **Ongoing financial obligations** such as maintenance fees, taxes, and special assessments
 - ii. **Complex ownership and transfer restrictions**
 - iii. **Limited resale or donation value**
- To ensure good stewardship and maintain focus on our mission, we must decline all offers of timeshare donations.

10. Vehicles

TECH Team may accept donated vehicles (such as cars, trucks, RVs, trailers, or similar equipment) if the donation aligns with the organization's needs and can be received, stored, and transported safely. Vehicles will not be accepted if:

- They are not in operational condition and cannot be safely driven, towed, or hauled using available resources
- Transporting the vehicle would present a safety hazard or incur unreasonable expense
- Necessary paperwork (such as title and registration) is incomplete or cannot be properly transferred

V. Gift Restrictions

- Donors may place reasonable restrictions on the use of their gifts, provided the restrictions are consistent with the organization's mission and programs.
- Restricted gifts must be documented in writing and approved by the Leadership Team and/or Board of Directors.

VI. Valuation and Acknowledgment

- It is the donor's responsibility to determine the value of their gift for tax purposes.

- The organization will acknowledge all gifts in writing and provide documentation in accordance with IRS regulations.

VII. Donor Confidentiality

TECH Team respects the privacy of its donors and will not publicly disclose donor information without consent, unless required by law.

VIII. Use of Legal Counsel

TECH Team may seek the advice of legal counsel when:

- Reviewing large or complex gifts
- Gifts involve restricted use or potential liabilities
- Drafting or reviewing contracts, deeds, or agreements
- Acceptance of property

IX. Gift-Acceptance Committee

- All proposed donations, whether monetary or in-kind, will be reviewed by the Leadership Team to determine their alignment with TECH Team's mission, values, and capacity to manage the gift responsibly.
- If a proposed gift is complex, carries potential risk, includes restrictions, or exceeds typical thresholds, the Board of Directors will be consulted and may be required to approve the gift prior to acceptance.

X. Policy Review

This policy will be reviewed at least every three years or as needed by the Leadership Team and/or Board of Directors.