

# Ames History Museum Gift Acceptance Policy

Approved 11/18/2021 Updated 7/21/2022

## Purpose

Ames History Museum (AHM) solicits and accepts gifts for purposes that will help the organization fulfill its mission. The following guidelines govern acceptance of gifts made to AHM for the benefit of its operations, programs, or services.

## Use of Legal Counsel

AHM will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate.

AHM urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. AHM and its employees or agents are prohibited from advising donors about the tax consequences of their donations.

## Restrictions on Gifts

AHM will accept unrestricted gifts, and gifts for specified programs and purposes, provided that such gifts are consistent with the organization's stated mission, purposes, and priorities. AHM will not accept gifts that:

- Would result in AHM violating its Bylaws, Articles of Incorporation, or other existing policies;
- Would result in AHM losing its status as a 501(c)(3) nonprofit organization;
- Are too difficult or too expensive to administer in relation to their value;
- Would result in any unacceptable consequences for AHM; or
- Are for purposes outside of AHM's mission.

Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Executive Committee, in consultation with the Executive Director.

## Tax Compliance

AHM's policy is to comply with Internal Revenue Service reporting requirements and all other aspects of state and federal tax law.

## Types of Gifts

- Cash. Cash gifts are acceptable in any form, including by check, credit card, or online. Checks should be made payable to "Ames History Museum" or "Ames Historical Society."
- Tangible Personal Property and Real Estate. Gifts of tangible personal property or real estate shall be examined by the Finance Committee in light of the following criteria. Gifts to AHM's artifact or archival collections do not fall under this policy.
  - Does the property fulfill the mission of AHM?
  - Is the property marketable?

- Are there any undue restrictions on the use or sale of the property?
  - Are there any carrying costs for the property?
- Securities. Gifts of stock are accepted through AHM's accounts at Story County Community Foundation. AHM does not currently hold a separate brokerage account to accept gifts of stock.
- Bequests. Donors are encouraged to make bequests to AHM under their wills and trusts.

Other types of gifts may be accepted only after review by the Finance Committee, including but not limited to charitable remainder trusts, charitable lead trusts, life insurance designations, and retirement plan designations.

### **Donor Recognition**

Unless otherwise directed, the name used in recognizing donors will be the name provided to AHM when the gift was made. Efforts will be made to allow donors to specify the name used in gift recognition and to update the name used upon donor request. Donors may request to remain anonymous, and this anonymity will be reflected in all published lists and other forms of donor recognition.

### **Naming Opportunities**

AHM may offer naming opportunities to donors, especially during large fundraising campaigns. The term and amount of any named recognition will be determined by the AHM Board of Directors. The term of naming rights cannot extend beyond the existence of the organization. Signage for naming opportunities is subject to approval by the donor and by the AHM Board of Directors.

AHM reserves the right to remove named recognition without penalty or repayment of the initial gift should either or both parties believe removal is in the best interest of AHM. Malicious, disreputable, or otherwise harmful behavior by the party recognized in the naming opportunity may result in removal of the named recognition before the term of naming rights has elapsed. When determining whether to remove named recognition, the AHM Board of Directors will consider the nature of the harmful behavior, its connection to AHM's mission and values, and the implications for AHM's reputation and stakeholders. Since specific situations can vary greatly, each situation will be judged by the AHM Board of Directors on a case-by-case basis.

### **Donor Rights**

AHM adheres to the Donor Bill of Rights, attached, developed by the Association of Fundraising Professionals, Association for Healthcare Philanthropy, Council for Advancement and Support of Education, and The Giving Institute.

### **Confidentiality**

It is the goal of AHM to assure prudent and discreet use of all information pertaining to donors. Records, files, and other materials in relation to actual or prospective donors will be held strictly confidential by staff members, board members, and volunteers.

AHM will not sell or trade a donor's personal information to another entity. Gifts may be announced or recognized publicly, but AHM will not reveal a donor's contact information or the

exact gift amount without prior consent of the donor. Donors may opt to be anonymous or not publicly recognized.

**Review**

This policy will be reviewed by the Finance Committee at least every five years. Any changes to this policy must be approved by the Ames History Museum Board of Directors.

# A DONOR BILL OF RIGHTS

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## DEVELOPED BY:



Association of Fundraising Professionals (AFP)



Association for Healthcare Philanthropy (AHP)



Council for Advancement and Support of Education (CASE)



Giving Institute: Leading Consultants to Non-Profits

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**PHILANTHROPY** is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

## I

To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.

## II

To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.

## III

To have access to the organization's most recent financial statements.

## IV

To be assured their gifts will be used for the purposes for which they were given.

## V

To receive appropriate acknowledgement and recognition.

## VI

To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.

## VII

To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

## VIII

To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

## IX

To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

## X

To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.