

GIFT ACCEPTANCE POLICY

When considering whether to solicit or accept gifts, Please Live will consider the following factors:

- **Values**—whether the acceptance of the gift compromises any of the core values of Please Live
- **Compatibility**—whether there is compatibility between the intent of the donor and the organization’s use of the gift
- **Public Relationships**—whether acceptance of the gift damages the reputation of Please Live
- **Primary Benefit**—whether the primary benefit is to Please Live versus the donor
- **Consistency**—whether acceptance of the gift is consistent with prior practice
- **Form of Gift**—whether the gift is offered in a form that Please Live can use without incurring substantial expense or difficulty
- **Effect on Future Giving**—whether the gift will encourage or discourage future gifts

Please Live solicits and accepts gifts for purposes that will help the organization further and fulfill its mission. Please Live 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.

The following policies and guidelines govern acceptance of gifts made to Please Live for the benefit of any of its operations, programs or services.

Use of Legal Counsel—Please Live will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- A. Gifts of securities that are subject to restrictions or buy-sell agreements.
- B. Documents naming Please Live as trustee or requiring Please Live to act in any fiduciary capacity.
- C. Gifts requiring Please Live to assume financial or other obligations.
- D. Transactions with potential conflicts of interest.
- E. Gifts of property which may be subject to environmental or other regulatory restrictions.

Restrictions on Gifts—Please Live will not accept gifts that

- (a) would result in Please Live violating its corporate bylaws,
- (b) would result in Please Live losing its status as a 501(c)(3) not-for-profit organization,
- (c) are too difficult or too expensive to administer in relation to their value,
- (d) would result in any unacceptable consequences for Please Live, or
- (e) are for purposes outside Please Live’s mission.

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

Gifts Generally Accepted Without Review—

- **Cash.** Cash gifts are acceptable in any form, including by check, money order, credit card, or on-line. Donors wishing to make a gift by credit card must provide the card type (e.g., Visa, MasterCard, American Express), card number, expiration date, and name of the card holder as it appears on the credit card.
- **Bequests and Beneficiary Designations under Revocable Trusts, Commercial Annuities and Retirement Plans.** Donors are encouraged to make bequests to Please Live under their wills, and to name Please Live as the beneficiary under trusts, commercial annuities and retirement plans.
- **Charitable Remainder Trusts.** Please Live will accept designation as a remainder beneficiary of charitable remainder trusts.
- **Charitable Lead Trusts.** Please Live will accept designation as an income beneficiary of charitable lead trusts.

*Gifts Accepted Subject to Prior Review—*Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

- **Tangible Personal Property.** The board of directors shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations: Does the property further the organization's mission? Is the property marketable? Are there any unacceptable restrictions imposed on the property? Are there any carrying costs for the property for which the organization may be responsible? Is the title/provenance of the property clear?
- **Life Insurance.** Please Live will accept gifts of life insurance where Please Live is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.
- **Real Estate.** All gifts of real estate are subject to review by the board of directors. Prior to acceptance of any gift of real estate other than a personal residence, Please Live shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit. Criteria for acceptance of gifts of real estate include: Is the property useful for the organization's purposes? Is the property readily marketable? Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property? Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property? Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

All decisions to solicit and/or accept potentially controversial gifts will be made by the board of directors in consultation with the Executive Director. The primary consideration will be the impact of the gift on the organization.