

## **DONATION POLICY**

APPROVED BY WIA EXECUTIVE COMMITTEE ON MARCH 24, 2022

WIA solicits and accepts donations that are consistent with its mission and values and that support its core programs, as well as special projects. Donations and other forms of support will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, subject to the following limitations: Gifts of Real Property, Personal Property or Securities may only be accepted upon approval of the Board.

### **Prior to Accepting A Donation, The Board Must Review\* If The Answer To Any Of The Following Questions Is Yes**

1. Are there any reputational concerns with the donor?
  - a. Scandal within the past 2 years? Any amelioration/improvement/steps to address the issue that sparked the scandal?
  - b. Were criminal charges filed against the donor or any individuals employed by/for or related to the donor?
2. Is the donation in a form that is difficult to accept (i.e. something other than cash or property or equipment that can be readily used for the organization's goals in the current or next fiscal year)?
3. Are there any conditions on the donation that: a) make utilizing the donation infeasible, b) contravene our organization's mission or values, c) require WIA to make an unusual pledge or promise in return (e.g. WIA must use the funds for a particular purpose or take some action relative to it that is not in the ordinary course of business )?

### **Acceptance of Certain Donations Triggers An Acknowledgment**

Once a donation is accepted, WIA issues an acknowledgment to the donor for any cash donation of \$250 or more or an in-kind donation valued at \$75 or more. This acknowledgment is to express our gratitude for the generous support of our donors and also to satisfy IRS rules to allow donors to claim a U.S. tax exemption.

## **GIFT POLICY**

(for gifts given to organization employees, or Board members)

WIA holds its employees and Board members to a high ethical standard, requiring their actions to reflect the organization's mission and values. In addition to the Conflict of Interest policy that outlines disclosure requirements for gifts, employees and Board members should bring a potential gift offer to the Board prior to accepting if the gift is:

- greater than \$350 in value
- pointedly being offered to persuade the recipient to act or respond in a certain way, or the timing of the gift could lead it to be interpreted as such

*\*approval where any answers to questions are yes requires an approval of the majority of all Board members*

- comes with conditions

*\*approval where any answers to questions are yes requires an approval of the majority of all Board members*