



## Connections Work

### Gift Solicitation and Acceptance Policy

Connections Work solicits and accepts gifts that are consistent with its mission and that support its core programs, as well as special projects.

Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities without limitations.

In the course of its regular fundraising activities, Connections Work will accept donations of money, real property, personal property, stock, wills/bequests, IRAs and insurance policies.

Certain types of gifts must be reviewed prior to their being accepted because they will create liabilities or impose special obligations on Connections Work. The types of gifts that require review, and the review process, are as follows:

- Gifts of Real Property – land and/or buildings may only be accepted upon the approval of the Executive Committee of the Board of Directors;
- Gifts of Personal Property – such as furniture and business equipment, may only be accepted upon approval of a Co-Executive Director;
- Gifts of Securities – stocks, bonds or other securities may only be accepted upon the approval of a Co-Executive Director;
- Gifts of In-kind Contributions & Barter Transactions-in-kind -- contributions and barter transactions may only be accepted upon the approval of a Co-Executive Director. All in-kind contributions and barter transactions are recorded on a log specifically for this purpose. This type of gift with a fair market value of \$500 or higher will be recorded on the general ledger.
- Restricted Gifts – gifts that may only be used for restricted purposes may only be accepted upon approval of a Co-Executive Director; and;
- Unusual Gifts – gifts that are out of the ordinary, such that they differ in the extreme from the amounts or types of gifts that are routinely received, may only be accepted upon approval of a Co-Executive Director.

Connections Work may elect to refuse gifts of cash, securities, real estate or other items of value if there is reason to believe that such gifts are incompatible with the mission of the organization, conflict with its core values, or would create a financial or administrative burden. A Co-Executive Director refers questionable gifts to the Executive Committee of the Board of Directors for guidance on a case-by-case basis. Employees are encouraged to bring to the attention of their immediate supervisors any concerns they may have about the appropriateness of accepting any gift.

Connections Work does not provide any advice about the tax or other treatment of gifts and encourages donors to seek guidance from their own professional advisors to assist them in the process of making their gift.

For further information, please contact Connections Work Development Director, Vanessa Starr, at 484-260-3860 Ext. 3043 or at [vsstarr@connectionswork.org](mailto:vsstarr@connectionswork.org)