

GIFT ACCEPTANCE POLICIES AND GUIDELINES
Synod of Lincoln Trails
May 30, 2008
Revised 7/24/2010

Synod of Lincoln Trails of the Presbyterian Church (U.S.A.), Inc., a nonprofit organization organized under the laws of the State of Illinois, encourages the solicitation and acceptance of gifts for purposes that will help to further and fulfill the Synod's mission.

The Mission of the Synod of Lincoln Trails (PCUSA) is to develop, nurture and support leaders in partnership with our presbyteries and congregations, and to coordinate Presbyterian mission strategy within the Synod.

The corporation known as the United Presbyterian Foundation of the Synod of Lincoln Trails was created by act of the Synod of Lincoln Trails on January 7, 1973. This latter corporation is authorized to receive gifts, devises, and bequests, which shall constitute a Presbyterian endowment fund for the benefit of the Synod of Lincoln Trails. The principal and income of the endowment fund may be used for purposes that are approved by the Synod. The Board of Directors of the Synod Corporation shall also serve ex-officio, as the Board of Directors of the Synod Foundation Corporation and, as such, shall have the care, custody, and management of said endowment fund and the assets thereof and shall have and exercise all of the powers and duties granted to it by Synod by the action of January 7, 1973.

The following polices and guidelines govern acceptance of gifts made to or for the benefit of that organization or any of its affiliates or programs.

I. PURPOSE OF POLCIES AND GUIDELINES

The Board of Directors of Synod of Lincoln Trails and its staff solicit current and deferred gifts from individuals, corporations, and foundations to secure the future growth and missions of Synod of Lincoln Trails. It is the purpose of these policies and guidelines to govern the acceptance of gifts by Synod of Lincoln Trails and to provide guidance to prospective donors and their advisors when making gifts to Synod of Lincoln Trails. The provisions of these polices shall apply to all gifts received by Synod of Lincoln Trails for any of its programs or services.

II. THE GIFT ACCEPTANCE COMMITTEE

The Audit Committee shall serve as the Gift Acceptance Committee.

The gift acceptance committee is charged with:

- Reviewing and oversight of the gift acceptance process

- Screening and analyzing gifts of nonmarketable property, as designated by these policies

- Making recommendations to the board on gift acceptance of nonmarketable property gifts where appropriate

III. USE OF LEGAL COUNSEL

Synod of Lincoln Trails shall seek the advice of legal counsel in matters relating to acceptance of gifts where appropriate.

IV. ETHICS AND CONFLICT OF INTEREST

All prospective donors shall be strongly urged to seek the assistance of personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences. Synod of Lincoln Trails will comply with Conflict of Interest Policies as well as the Model Standards of Practice for the Charitable Gift Planner promulgated by the National Committee on Planned giving, shown as an appendix to this document in acceptance, management, and sale of gifts.

V. RESTRICTIONS ON GIFTS

Synod of Lincoln Trails will accept unrestricted gifts and gifts for specific programs and purposes provided that such gifts are not inconsistent with its stated mission, purposes, and priorities. Synod of Lincoln Trails will not accept gifts that are too restrictive in purpose. Gifts that are too restrictive are those that violate the terms of the corporate charter (or trust document if Charity is established under trust), gifts that are too difficult to administer, or gifts for purposes outside the mission of Synod of Lincoln Trails. All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Board of Directors by the recommendation of the Gift Acceptance Committee.

VI. TYPES OF GIFTS

A. The following gifts are acceptable:

1. Cash
2. Marketable Securities
3. Retirement Plan Beneficiary Designations
4. Bequests of Cash or Marketable Securities
5. Life Insurance Beneficiary Designations

B. The following criteria govern the acceptance of each gift form. All gifts should be sold as quickly as possible upon receipt to realize the donor's gift value unless the item is donated for use by Synod of Lincoln Trails in its operation or the operation of its affiliates.

1. Cash: Cash is acceptable in any form. Checks shall be made payable to Synod of Lincoln Trails and shall be delivered to Synod of Lincoln Trails office.

2. Marketable Securities: Synod of Lincoln Trails can accept both publicly traded securities and closely held securities.

Publicly Traded Securities: Marketable securities may be transferred to an account maintained at one or more brokerage firms or delivered physically with the transferor's signature or stock power attached. As a general rule, all marketable securities shall be sold upon receipt unless

otherwise directed by the Board of Directors. In some cases, marketable securities may be restricted by applicable securities laws; in such instance, the final determination of the acceptance of the restricted securities shall be made by the Board of Directors upon the recommendation of the Gift Acceptance Committee.

3. Retirement Plan Beneficiary Designations: Donors and supporters of Synod of Lincoln Trails shall be encouraged to name Synod of Lincoln Trails as beneficiary of their retirement plans. Such designations shall not be recorded on the books of Synod of Lincoln Trails until such time as the gift is irrevocable..

4. Bequests: Donors and supporters of Synod of Lincoln Trails shall be encouraged to make bequests to Synod of Lincoln Trails under their wills and trusts. Such bequests shall not be recorded on the books of Synod of Lincoln Trails until such time as the gift is irrevocable. Where the gift is irrevocable but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

5. Life Insurance Beneficiary Designations: Donors and supporters of Synod of Lincoln Trails shall be encouraged to name Synod of Lincoln Trails as beneficiary or contingent beneficiary of their life insurance policies. Such designations shall not be recorded on the books of Synod of Lincoln Trails until such time as the gift is irrevocable. Where the gift is irrevocable but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

VIII. MISCELLANEOUS PROVISIONS

A. Securing appraisals and legal fees for gifts to Synod of Lincoln Trails: It shall be the responsibility of the donor to secure an appraisal (where required) and independent legal counsel for all gifts made to Synod of Lincoln Trails.

B. Valuation of gifts for development purposes: Synod of Lincoln Trails shall record a gift received by Synod of Lincoln Trails at its fair market value on the date of gift.

C. Responsibility for IRS Filings upon sale of gift items: The Treasurer of Synod of Lincoln Trails is responsible for filing IRS Form 9292 upon the sale or disposition of any asset sold within two years of receipt by Synod of Lincoln Trails where the charitable deduction value of the item was greater than \$5,000. Synod of Lincoln Trails must file this form within 125 days of the date of sale or disposition of the asset. Form 9292 with Filing Instructions is attached as an appendix to these policies.

D. Acknowledgment of all gifts made to Synod of Lincoln Trails and compliance with the current IRS requirements in acknowledgment of such gifts shall be the responsibility of the Treasurer.