

Peter Paul Development Center Gift Acceptance Policy

Peter Paul Development Center (PPDC) is a non-profit organization that operates in Richmond, Virginia's East End; its Federal Identification Number is 54-1137164. It has been recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code. The mission of PPDC is to support the residents of the East End and educate its students, equipping them to serve as positive contributors to their family, community, and society.

The purpose of this statement is to articulate the policies of the PPDC Board of Directors concerning the acceptance of charitable gifts to PPDC. The Development Committee will adopt appropriate procedures to implement these policies.

The intent of this policy is to encourage funding for PPDC programs, daily operations, and future growth without burdening the organization with gifts that may generate more cost than benefit or that are restricted in a manner that is not in keeping with the mission and goals of PPDC.

The role of PPDC staff, board members, volunteer solicitors, and affiliated agents is to inform, serve, or otherwise assist donors in fulfilling their philanthropic wishes, but never to pressure or unduly persuade. No person acting in any capacity on behalf of PPDC shall receive commissions or finders' fees with respect to gifts generated. No one will act as a fundraising agent of PPDC unless authorized by the Board of Directors. The Executive Director and/or Director of Development will oversee all gifts.

Gift Acceptance Committee

PPDC has established and will maintain a Gift Acceptance Committee, which will include the Chair of the Development Committee, the Chair of the Finance Committee, the Chair of the Board of Directors, the Executive Director, the CFO, and the Director of Development. The Gift Acceptance Committee is charged with the responsibility of periodically reviewing gift acceptance policies and guidelines, reviewing unusual gifts, and making recommendations to the Board of Directors on exceptional gift acceptance issues.

Responsibility to Donors

1. General. PPDC, its staff, and representatives shall endeavor to assist donors in accomplishing their philanthropic objectives in providing support for PPDC.
2. Confidentiality. In general, information concerning donors or prospective donors shall be kept confidential by PPDC and its authorized personnel. Donor names within giving ranges will be published in PPDC publications, its website, and other recognition walls, etc. for recognition purposes, unless a donor requests anonymity.
3. Anonymity. PPDC shall respect the wishes of donors wishing to support PPDC anonymously and will take reasonable steps to safeguard those donors' identity.
4. Disclaimer. Each prospective donor to PPDC shall be informed that PPDC does not provide legal, tax, or financial advice, and shall be encouraged to discuss all charitable gift planning decisions

with his or her legal, financial, or tax advisor before entering into any commitment to make a gift to PPDC.

Gift Restrictions

1. Unrestricted Gifts. To provide PPDC with maximum flexibility in the pursuit of its mission, donors shall always be encouraged to make unrestricted gifts to PPDC.
2. Restricted Gifts. PPDC may accept a gift that is restricted as to its use if that program or purpose is already within the PPDC budget or if it is approved by the Executive Director or Director of Development.
3. Variance Power. PPDC reserves the right, in the document that restricts the use of the gift, to broaden or alter the purpose of the gift should it be determined in the future that the original purpose of the gift no longer meets the needs or serves PPDC's mission.

Acceptance of Outright Gifts

1. Cash, Checks, and Credit Cards. Cash, checks, and credit cards may be accepted regardless of the amount. The value of any cash, check, or credit card gift is its face value.
2. Corporate Matching Gifts. Donors are encouraged to ask their employers to match their personal contributions as a way to maximize the benefit to PPDC. The individual's gift plus the corporate matching gift is credited to the individual's record. The individual's charitable tax deduction is limited to the individual's gift. The individual and the corporation are credited on recognition lists.
3. Publicly Traded Securities. Securities that are traded on the New York and American Stock Exchanges, as well as other major U.S. and foreign exchanges and the NASDAQ, corporate bonds, government issues, and agency securities may be accepted by PPDC.

PPDC has an account with Davenport for securities. The instructions to Davenport are to sell the securities as soon as possible after the securities have been transferred to PPDC. In no event will an employee or volunteer working on behalf of PPDC commit to a donor that a particular security will be held unless authorized by the Executive Director with the advice and consent of the Board of Directors.

For recognition purposes, the value of a gift of securities is the mean (average) of the high and low of the stock(s) or bond(s) when the security is received in the PPDC account. The acknowledgement letter will state the number of shares and type of stock(s) received with the receipt date. It is the responsibility of the donor and their tax advisor to determine the gift value amount for tax purposes.

4. Closely Held Securities. Non-publicly traded securities may only be accepted after approval of the Gift Acceptance Committee. Such securities subsequently may be disposed of only with the approval of the Board of Directors. Prior to completion of any gift of this kind, PPDC will not commit to resell it to any specific party or parties.

5. Real Property. No gift of real estate will be accepted without prior approval of the Board of Directors. No gift of real estate will be accepted without first receiving a qualified appraisal by a party chosen by PPDC who will have no business or other relationship to the donor and, if deemed prudent, an environmental assessment. Regarding a gift of real property, the Board of Directors will review an acceptable deed and necessary documentation. The cost of obtaining necessary documents and fees associated with environmental studies, property taxes, maintenance, management, and insurance appraisal, title reports, and legal fees should be borne by the donor. In general, PPDC will not accept real estate encumbered by a mortgage.
6. In-Kind Donations.
 - a. For goods that are valued at less than \$500, PPDC will accept in-kind donations for use in the building and programs or by PPDC clients. If the goods cannot be used by PPDC or its clients, the Director of Volunteer Services will determine if the goods are appropriate for donation to another organization or need to be discarded.
 - b. For goods that are valued at \$500 or greater, PPDC will accept in-kind donations for use in the building and programs or by PPDC clients. If the goods cannot be used by PPDC or its clients, they will not be accepted.
 - c. The valuation of the donated in-kind item(s) is the responsibility of the donor.
7. Tangible and Intangible Personal Property. No personal property (tangible or intangible) will be accepted without approval of the Board of Directors.

Pledges

1. Accounting. Pledges are counted upon receipt of the written pledge.
2. Written Pledge. Pledges for outright gifts should be written and commit to a specific dollar amount that will be paid according to a fixed time schedule. In general, the pledge payment period (regardless of when the pledge is made) should not exceed five years.
3. Oral Pledges. Oral pledges should not be reported in campaign totals. On the rare occasion when an exception is warranted, the organization should write to the individuals making an oral pledge to document the commitment, place a copy of the confirmation in the donor's file, and gain specific written approval from the Gift Acceptance Committee.

Policy for Acceptance of Deferred Gifts

1. Gift Planning. Prospective donors of deferred gifts should consult their own independent legal and tax advisors relating to their gifts and the resulting tax and estate planning consequences.
2. Bequests. Gifts through wills (bequests) will be encouraged by PPDC. Gifts from the estates of deceased donors consisting of property that is not acceptable will be rejected only by action of the Gift Acceptance Committee. Where possible, intended bequests of property other than cash or marketable securities should be brought to the attention of the Gift Acceptance Committee.
3. Gifts of Life Insurance. Donors will be encouraged to name PPDC as the "last beneficiary" to receive all or a portion of the benefits of insurance policies they have purchased on their lives. PPDC will not accept gifts from donors for the purpose of purchasing insurance on the donor's

life. PPDC will endorse no insurance product for use in funding gifts without the approval of the Board of Directors.

4. Retirement Plan Assets. PPDC will accept funds it receives as the designated beneficiary of a retirement plan (for example, an IRA, a 401(k) plan or a defined contribution plan). If possible, PPDC should obtain a copy of the executed designation form that the donor has submitted to the retirement plan administrator to name PPDC as the beneficiary.
5. Charitable Trusts and Charitable Lead Trusts. PPDC may be named as a beneficiary or remainder beneficiary in charitable remainder trusts and charitable lead trusts. PPDC is not authorized to act as a trustee of charitable trusts.
6. Additional Deferred Gift Vehicles. PPDC does not currently have the staff structure or ability to administer Charitable Gift Annuities or complex deferred gifts. If a donor wishes to set-up an arrangement that PPDC does not have the capacity to handle, PPDC will work with a larger organization to determine if the gift can be accepted on behalf of PPDC. The Gift Acceptance Committee must approve the gift's acceptance and procedures necessary to accept the gift.
7. Trusteeship. Unless approved by the Board of Directors, PPDC or an individual acting on behalf of PPDC will not agree to serve as executor of a decedent's estate or as trustee of a living trust or other trust intended to serve as a person's primary estate planning document.

Ethical Standards

PPDC is committed to the highest ethical standards. The Executive Director and Director of Development will adhere to the Association of Fundraising Professionals (AFP) Code of Ethical Principles and Standards. In addition, PPDC will uphold the Donor Bill of Rights.

In no event will PPDC furnish lists of its donors to any person or organization for the purpose of marketing or solicitation.