



## PAN-AFRICAN ACADEMY OF CHRISTIAN SURGEONS

### PAACS GIFT ACCEPTANCE POLICY

#### **Purpose of the Guidelines**

1. To protect the interests of the donor, PAACS, or causes named as the beneficiary of a gift.
2. To make certain all gifts to PAACS are structured to provide maximum benefits to the donor and to PAACS.
3. To encourage interested donors to make gifts without encumbering their own or PAACS's financial or other resources.
4. To optimize opportunities to secure gifts from individuals to causes without compromising or endangering the reputation of PAACS.

#### **General Guidelines**

1. No irrevocable gift, whether outright or life-income in character, will be accepted if PAACS knows that the gift would jeopardize the donor's financial security.
2. When a sizable gift greater than \$50,000 is presented, the Director of Partnership Development will make reasonable efforts to ensure that the intended gift and the manner in which it is given is in the best interest of the donor.
3. The Chief Executive Officer, Chief Financial Officer and Director of Partnership Development of PAACS shall be apprised of any potential sizable gift or bequest to PAACS. Each case shall be reviewed on a regular basis with the Chief Executive Officer to ensure proper action, accounting, and acknowledgement surrounding each gift.
4. Donors should always be advised of their own need for legal counsel and tax advice to assist them in the process of making a complex gift. PAACS staff shall avoid becoming involved in what can be interpreted as unauthorized practice of law or giving of tax advice; any suggestions made to a donor by PAACS staff should be accompanied by encouragement to seek advice from the donor's personal legal and tax counsel and/or financial advisors.
5. Every precaution shall be taken by the PAACS staff to protect the privacy and confidentiality of each donor and the donor's family. Permission must be obtained before any public acknowledgement is made of gifts received by PAACS. Donor



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information will only be shared with PAACS leadership on an as needed basis for follow-up with donors. Each request for donor information will be individually reviewed and approved by the PAACS Chief Executive Officer and Chief Financial Officer prior to the release of the information to the requestor. The right of anonymity must always be respected.

6. PAACS staff shall attempt to have the Chief Executive Officer or Director of Partnership Development meet with each individual donor in person or by phone prior to or concurrent with the execution of a gift agreement (if one is needed). All complex gift arrangements must be reviewed by the PAACS's legal counsel.
7. In all cases, any professional advisors such as Attorneys or CPA's hired by PAACS must recognize their client is PAACS, and that they do not represent the donor. Professional advisors for PAACS will always seek to work with the advisors for the donor.
8. Gifts shall not be accepted where the mental competency of the donor is in question. However, this does not preclude a person acting in the capacity of Attorney-in-fact from making a gift from the estate of the individual granting the Power of Attorney. In this event every consideration shall be given to the donor's charitable giving habits and financial condition to ensure that the gift is in the best interest of the donor and is carried out in a prudent manner. The donor's Power of Attorney must specifically grant the power to make charitable gifts.
9. PAACS will provide gift receipts meeting IRS substantiation requirements for property received by PAACS as a gift. However, except for gifts of cash and publicly traded securities, no value shall be ascribed to any receipt or other form of substantiation of a gift received by PAACS.
10. PAACS shall in no way compensate, whether through commissions, finders' fees, or other means, any third party for directing a donor to the charity.
11. All written instruments setting out the description and terms of a gift shall be reviewed by legal counsel on behalf of PAACS and a written report made to the Chief Executive Officer on its compliance with applicable laws and regulations as well as an explanation of its potential liability to the charity.

### **Types of Gifts**

1. Both current gifts and deferred gifts shall be actively encouraged. Response to each type of gift should be prompt without regard to the monetary value or timing of the



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individual gift. The decision to accept or reject any gift, whether current or deferred, shall be weighed on the merits of the individual gift, always regarding the donor's intent and financial condition as well as the benefit to PAACS's causes.

2. Any gift subject to a restriction shall be accepted, only after review by the Chief Executive Officer or Chief Financial Officer and/or PAACS's counsel and/or the Board of Directors. Every effort shall be made to ensure the restrictions on the gift do not negate any potential benefit to the intended cause. Also, the restrictions should not encumber PAACS staff with excessive additional responsibilities as to make the gift inadvisable.
3. Gifts of real estate will be reviewed on a case-by-case basis by the PAACS Chief Executive Officer, Chief Financial Officer and Finance Committee to determine if it is appropriate for PAACS.
4. Gifts of life insurance shall be accepted after examination of funding of the policy and the gift substantiation requirements.
5. Gifts of stock will be accepted as a gift for PAACS.