



## Gift Acceptance Policy

The Zonta International Foundation, the official charitable entity of Zonta International, exists to support the efforts of Zonta International's global service and advocacy programs. The purpose of the *Gift Acceptance Policy* is to govern the acceptance of gifts and to provide guidelines to donors and their professional advisors in completing gifts.

A donor may designate a gift to any of the following funds:

- International Service Fund,
- Zonta International Strategies to End Violence Against Women (ZISVAW) Fund,
- Amelia Earhart Fellowship Fund,
- Jane M. Klausman Women in Business Scholarship Fund,
- Young Women in Public Affairs Awards Fund,
- Rose Fund
- Endowment Fund, and
- Amelia Earhart Endowment Fund.

A donor may restrict a gift only to one of the Foundation's endowed funds. Endowment funds are restricted by definition - the principal amount is kept intact in an investment account while the investment income is available for use. The Foundation does not accept other donor restrictions on donations.

All gifts are to be considered for acceptance in accordance with the policies set forth herein. In doing so, the Foundation Board shall consider the purposes of the Foundation and the purposes of the specific fund, subject to the intent of a donor expressed in a gift instrument<sup>1</sup>.

The scope of this policy is limited to the acceptance or non-acceptance of proposed gifts. Donations and other forms of support will generally be accepted from individual Zontians, Zonta clubs, areas and districts; partnerships, corporations, foundations, government agencies, or other entities subject to the limitations put forth by this policy or by other policies of Zonta International and/or the Zonta International Foundation.

The acceptance of a gift of any kind must comply with the policies and procedures established by the Foundation Board, including but not limited to those outlined in this *Gift Acceptance Policy* as amended periodically. The acceptance of a gift of any kind must comply with all local laws and cannot violate any United States or local laws.

Within reasonable time after the receipt of a gift of property or other financial assets other than cash, the Foundation Board shall make and carry out decisions regarding the suitability of retaining or disposing of

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<sup>1</sup> A gift instrument may be i) a gift agreement between a donor and Zonta International Foundation (ZIF) creating or contributing to an endowment fund; ii) the ZIF's solicitation materials in which ZIF represent that funds received from the solicitation will be endowed funds; iii) minutes of a Board meeting at which a donor's gift of endowed funds is announced; or iv) any other record under which a fund is granted, transferred or conveyed to ZIF containing a directive from the donor that makes the fund an endowment.

the property, or the rebalancing of the fund or funds applicable to such gift in order to ensure compliance with the purposes, terms and distribution requirement of the Foundation as necessary to meet other circumstances of the Foundation and the requirement of applicable law, subject to any restrictions imposed by the terms of the gift. Except for gifts of real estate, the Board may delegate decisions whether to accept a proffered gift to the Executive Committee. Additionally, the Board may delegate the responsibility to monitor this policy to the Development Committee.

### **Gift Definition**

- A gift is defined as a voluntary transfer of assets from a person or an organization to the Foundation.
- A gift is motivated by charitable intent.
- Gifts are irrevocable transfers of assets.
- Gifts are not generally subject to an exchange of consideration or other contractual duties between the Foundation and the donor.
- Generally, funds received from individuals, closely held corporations, corporate foundations, and family foundations will be classified as gifts.
- A gift is not complete until it has been accepted by the Foundation, or in the case of securities, bonds, or mutual funds, when deposited into the Foundation's account. Zonta International Foundation reserves the right to decline any gift.

### **Types of Gifts Accepted**

**Gifts of Cash.** Cash gifts are acceptable in any form, including by check, money order, credit card or online. Donors wishing to make a gift by credit card may do so by using the online service or the donation form.

Credit card donations are considered cash gifts. The date the charge is accepted for processing by the Foundation is the applicable date of the gift. The date a check is credited to the Foundation's lockbox account, will be considered the receipt date of the gift.

**Securities.** Gifts of closely held securities are subject to prior approval of the Foundation Board. The valuation of securities that are not publicly traded is the responsibility of the donor, and such gifts must be accompanied by an independent qualified appraisal. Securities must be marketable and able to be liquidated in a reasonable amount of time.

The donor is responsible for all costs associated with ensuring donated securities are marketable with no restrictions.

Publicly-traded/marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power attached with appropriate signature guarantees. Securities will be sold promptly upon receipt unless otherwise directed by the Foundation's board.

**In-kind Contributions.** When Zonta International Foundation receives a gift of goods and services, often referred to as a *gift-in-kind*, or a gift of individual or corporate services such as advertising, printing among other services and the value of that gift is determined to be less than USD5,000, the gift is processed as a non-cash gift and is restricted in nature.

► *Corporate Sponsorship Standards Policies & Procedures* available under Governance/Policies on the website.

**Real Estate or Real Property.** The Foundation Board must approve all gifts of real estate or real property. No gift of real estate or real property is accepted if such acceptance causes Zonta International Foundation to incur a financial burden, potential liability, or other obligations, unless

otherwise determined by the Foundation Board. In most cases, a Phase I environmental impact study, completed at the owner's expense, is required to accompany a gift of real estate. Acceptance is contingent on an independent appraisal paid for by the donor.

Zonta International Foundation does not value any such donated item for income tax purposes. If property cannot be liquidated in a reasonable amount of time, the Foundation may choose to decline the gift.

**Life Insurance.** Zonta International Foundation accepts only fully paid life insurance policies for which the Foundation is named as the beneficiary and the irrevocable owner of the policy.

Gifts of life insurance are credited at face value as pledges receivable as designated by the Board unless specified by the donor.

**Planned Gifts.** Zonta International Foundation welcomes gifts from charitable gift annuities, charitable remainder trusts, charitable remainder, unitrusts, and charitable lead trusts. Zonta International Foundation does not actively manage such trusts.

**Unacceptable Gifts.** The Executive Committee of the Foundation makes the final decision about the acceptance of gifts that may be deemed to fall outside of established policy guidelines. Zonta International Foundation is not required to accept any charitable gifts or contributions, particularly those which

- are designated with restrictions that fall significantly outside the organization's mission and program priorities,
- may cost the organization money, provide a liability, or potential penalty of any kind,
- have conditions that are not in the best interest of Zonta International or Zonta International Foundation,
- may not be liquidated into cash in a reasonable amount of time, or
- fall outside ethical boundaries.

## **Cash Gifts and Pledges**

### **Unrestricted or Undesignated**

***Unrestricted or Undesignated Gifts of Cash*** are deposited into the Rose Fund, the Foundation's unrestricted fund, and used to fund current programs or to maintain reserves.

***Undesignated bequests, planned gifts, and/or other estate gifts*** will be transferred to the general Endowment Fund.

### **Restricted/Designated**

***Restricted/Designated Gifts of Cash.*** Only donors can designate gifts. Gifts designated for programs and/or scholarships are recorded and deposited into the appropriate Board designated funds, making them restricted to that purpose.

- International Service Fund,
- Zonta International Strategies to End Violence Against Women (ZISVAW) Fund,
- Amelia Earhart Fellowship Fund,
- Jane M. Klausman Women in Business Scholarship Fund, and
- Young Women in Public Affairs Award Fund.

### ***Unrestricted/Designated***

- Rose Fund

### **Restricted/Endowment Funds**

**Restricted Gifts of Cash.** Gifts restricted for purpose of an endowment are recorded and deposited into the appropriate endowment fund. No principal amount but only interest and earnings of an endowment fund can be used. Zonta International Foundation currently maintains two endowment funds, a general Endowment Fund and the Amelia Earhart Endowment Fund. The general Endowment Fund exists with the purpose that interest and earnings may only be used for Board designated programs. The Amelia Earhart Endowment Fund exists with the purpose that interest and earnings may only be used for the purpose of the Amelia Earhart Fellowship program.

**Restricted Gifts of Pledges.** A pledge agreement is a binding obligation on the donor as well as a claim against the donor's estate if the commitment remains unpaid at the time of her/his death. Pledges may be restricted in the same way as cash. Pledges are expected to be fulfilled with contributions of cash, stock or other assets.

Pledges may be multiyear commitments and pledges payable over three or more years shall be at least US\$ 1,000 per year. A longer pledge period, but not to exceed five years, may be authorized only by the Foundation Board.

The pledge agreement will specify the installments in which the gift is to be paid.

### **Restricted/Other**

It is the right of the donor to specifically state the limitations and place further restrictions on gifts including timing of use, specific purpose, the use of interest and earnings, or establishment of a new endowment fund. However, at this time no gift with such restriction may be received for program funds or endowment funds without the Board's approval.

### **Use of Legal Counsel**

Use of legal counsel by both the donor and the Foundation is advantageous to all parties. The Foundation cannot serve as both the donor's advisor and beneficiary of the donor's gifts. Therefore, potential donors are advised to consult independent tax and/or legal counsel before making gifts to the Foundation.

**The Donor's Use of Counsel.** Donors should consult independent tax and/or legal counsel prior to making a contribution to the Foundation. It is the donor's responsibility to retain appropriate independent tax and/or legal counsel in these transactions. Prior to signing gift agreements, such as charitable gift annuities, charitable remainder trusts, charitable lead trusts, counsel for the donor should be given the opportunity to review and approve the documents.

**Zonta International Foundation's Use of Counsel.** Outright gifts of assets other than cash or publicly traded securities should be reviewed in advance by Zonta International's tax and/or legal counsel.

### **Data entry and attribution of gifts to donor records**

**Multiple funds.** Gifts of at least US\$ 500 may be applied to multiple funds

**Multiple donors.** Gifts may be attributed to multiple donors, with a minimum of US\$ 25.00 per donor.

**Facebook donations.** If a Facebook fundraiser is created by a Zonta member, with the donations going to the Foundation, the donors, if Zontians, will be credited for the donation. The member arranging the fundraiser does not receive credit as the donor. The donations are linked to the individual who created the fundraiser, but the donations do not count for their lifetime giving total.

**Lack of Donor Information for Gifts Split Multiple Ways.** Zonta headquarters will not be responsible for researching donor information if a donor name is given but the donor is not already on file with ZIF.

**Tribute Gifts.** Gifts may honor multiple individuals, but no less than US\$ 25.00 per honoree.

**Unclear Tribute Information.** Zonta headquarters will not be responsible for researching tribute

information under the following circumstances.

- The tribute is aimed at multiple unnamed people referring only to their position, i.e. governors of class of 1980. In such case the donor will be sent one letter to present to the honorees.
- An honoree's name is given but cannot be located in either the development database or the membership database. In such case, the donor will get a letter to present to the honoree.

Matching gifts from employers, foundations, and other sources will be posted as miscellaneous gifts, reported as *other donations*, and will not be credited to a district, club, or individual.

### Gift Acknowledgment

It is the policy of Zonta International Foundation to provide an acknowledgment/receipt for all gifts of US\$ 25.00 or more.

In addition to processing all gifts and generating gift receipts, the development department at Zonta headquarters is responsible for thanking donors in a timely manner. The acknowledgment includes the official gift receipt.

Zonta International Foundation has established internal procedures for thanking donors for their contributions including information on who signs the letter, what type of acknowledgement letter is sent, and so forth.

### Document control:

Original Document	Date: November 2012
First adopted by the ZI Board	Date: November 2012
Most recent review by the ZI Risk Manager	Date: August 2017
Amended policy adopted by the Board,	Date: April 2019
Next review date	Date: September 2021

Committee Responsible	Development Committee
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