



Giving Principles & Gift Acceptance Policy

Rogue Valley Genealogical Society, Inc., (RVGS) a not for profit corporation, organized under the laws of the State of Oregon, encourages the solicitation and acceptance of gifts to RVGS for purposes that will help further and fulfill its mission. The following principles and policies govern giving and acceptance of gifts made to RVGS for the benefit of any of its programs, including the Rogue Valley Genealogical Society Endowment Fund.

Giving Principles

1. RVGS will observe and respect the confidentiality of all donor negotiations and gift arrangements.
2. RVGS will not engage in the payment of finders' fees for planned gifts.
3. Representatives of RVGS will advise the donor to seek their own professional financial, tax and legal counsel.
4. RVGS will involve itself only in recognized legal and approved forms of gifts that are controlled by IRS guidelines and regulations and standard industry practices. RVGS will not engage in doubtful arrangements that could jeopardize the donor's tax advantage or the tax-exempt status and financial stability of RVGS.
5. RVGS Board of Directors will approve and adopt gift acceptance policies to cover specific types of gifts. The Board of Directors oversees, promotes and secures all giving activities.
6. Costs incurred in the creation or completion of a gift to RVGS will be the responsibility of the donor.
7. Currently, the RVGS Endowment Fund is invested under the management of Oregon Community Foundation which will hold, manage and distribute the RVGS Endowment Fund. Certain other assets may be managed by RVGS at the sole discretion of the Board of Directors.

Policies and Guidelines

A. Purpose of Policies and Guidelines

The Board of Directors of RVGS solicits current and deferred gifts from individuals, corporations and foundations to secure the future growth and mission of RVGS. These policies and guidelines govern the acceptance of gifts by RVGS and provide guidance to prospective donors and their advisors when making gifts to RVGS. The provisions of these policies shall apply to all gifts received by RVGS for any of its programs and services.

B. Use of Legal Counsel

RVGS will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review of counsel is recommended for:

1. Closely held stock transfers that are subject to restrictions or buy-sell agreements
2. Documents naming RVGS as Trustee
3. Gifts involving contracts, such as bargain sales or other documents requiring RVGS to assume an obligation
4. Transactions with potential conflict of interest that may invoke IRS sanctions
5. Other instances in which use of counsel is deemed prudent or appropriate

C. Conflict of Interest

RVGS will urge all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences.

D. Restrictions on Gifts

RVGS 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. RVGS will not accept gifts that are too restrictive in purpose. Gifts that are too restrictive are those that violate the terms of the Articles of Incorporation of RVGS, gifts that are too difficult to administer, or gifts that are for purposes outside the mission of RVGS. All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Board of Directors.

E. Types of Acceptable Gifts

1. **Cash:** Cash is acceptable in any form.
2. **Tangible Personal Property:** Tangible personal property is defined generally as personal property that is touchable. Books and research and other genealogical items related to the purpose of RVGS are acceptable. Because gifts of paintings, cars, jewelry, etc. may not be related to the purpose of RVGS, the donor can receive a charitable deduction only for the cost basis. The sale of personal property not related to the purpose of RVGS can be difficult and donors are usually better served by selling the property themselves and donating the cash to RVGS.

The final determination on the acceptance of other tangible property gifts will be made by the Board of Directors and shall be examined in light of the following criteria:

- Does the property fulfill the mission of RVGS?
- Is the property marketable?
- Are there any undue restrictions on the use, display, or sale of the property?
- Are there any carrying costs for the property?

3. **Securities:** Marketable securities will be sold upon receipt and closely held securities will be sold as quickly as possible. If the security is restricted by securities laws or otherwise, the Board of Directors shall determine whether RVGS can accept the gift after consulting with an outside professional.
4. **Real Estate:** RVGS may accept gifts of real property after careful evaluation of the financial, environmental, legal, and marketing risks or liabilities associated with the gift. The level of information required to make a decision to accept the gift will vary depending upon the nature of the property. Generally, RVGS will require a site inspection by the Board of Directors or its representative, a Level 1 environmental audit, a cost analysis and determination of marketability, and title insurance at the time of transfer. Review of all documents by legal counsel will usually be required. Generally, expenses of legal review, title insurance, environmental audit, etc. will be the responsibility of the donor.
5. **Life Insurance:** RVGS must be named as both beneficiary and irrevocable owner of an insurance policy before it can be recorded as a gift. The gift is valued at its interpolated terminal reserve value, or cash surrender value, upon receipt.
6. **Bequests:** Donors and supporters of RVGS are encouraged to make bequests to RVGS under their wills and trusts. Such bequests will not be recorded as gifts to RVGS until such time as the gift is irrevocable. When 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.
7. **Charitable gift annuities, charitable remainder trusts, charitable lead trusts retirement plan beneficiary designations:** RVGS may accept these complex types of gifts and they will require sufficient time to consult with an outside professional, if needed.

These policies and guidelines have been reviewed and accepted by the Board of Directors of RVGS. The Board of Directors will review this document annually and must approve any changes to or deviations from these policies.