

WORLD PEDIATRIC PROJECT GIFT ACCEPTANCE POLICY

World Pediatric Project (“WPP”) encourages the solicitation and acceptance of gifts that will help WPP fulfill and further its mission. The following policies and guidelines govern acceptance of gifts made to WPP for the benefit of any of its operations, programs or services.

I. PURPOSE OF POLICIES AND PROCEDURES

The purpose of this gift acceptance policy is to give guidance and counsel to WPP staff, board members and other individuals who may assist in the planning, promotion, solicitation, receipt, acceptance, management, reporting, use and disposition of private sector gifts made to WPP.

This policy must be viewed as flexible and realistic in order to accommodate unpredictable situations as well as donor expectations, as long as such situations and expectations are consistent with WPP’s mission and policies. Flexibility must be maintained since some gift situations will be complex and proper decisions can be made only after careful consideration of all related factors. This policy may, therefore, require that the merits of a particular gift be considered by the appropriate staff and/or committee of the board along with legal counsel and directors, if necessary.

II. POLICY IMPLEMENTATION AND AUTHORITY

All fundraising activities and gift acceptance policies, and their day to day implementation, are designed and managed by the CEO in conjunction with the appropriate staff, and are subject to approval by the board.

The board, through the finance committee and the CEO is responsible for this gift acceptance policy. This responsibility cannot be delegated or waived. This policy and related authorizations shall be reviewed by the finance committee on an annual basis or as circumstances warrant.

The board shall have the right to refuse gifts that do not enhance, promote and ensure further the purposes of WPP and the long range financial viability of the organization.

III. USE OF LEGAL COUNSEL

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

- Gifts of securities that are subject to restrictions or buy-sell agreements.
- Documents naming WPP as trustee or requiring WPP to act in any fiduciary capacity.
- Gifts requiring WPP to assume financial or other obligations.
- Transactions with potential conflicts of interest.
- Gifts of property which may be subject to environmental or other regulatory restrictions.

IV. PROTECTION OF DONOR INFORMATION

Personal information about donors and prospective donors, including, but not limited to, their contact information, names of beneficiaries, the nature and precise amounts of their gifts, and the sizes of their estates, and other personal information will be kept confidential by WPP and its representatives, unless the donor grants permission to release such information. WPP may publish donor names for recognition purposes listed by donor categories (eg. Donors \$5,000 to \$9,999). All requests by donors for anonymity will be honored, except to the extent that WPP is required by law to disclose the identity of donors. WPP will not sell or provide lists of donors to other businesses or organizations.

V. CONFLICT OF INTEREST

WPP does not provide personal legal, financial or other professional advice to donors or prospective donors. WPP urges all prospective donors to seek the assistance of their own legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. WPP endorses the [Model Standards of Practice of the Charitable Gift Planner](#) promulgated by the National Committee on Planned Giving ([available online](#)) and the [Donor Bill of Rights](#) promulgated by the Association of Fundraising Professionals ([available online](#)).

VI. RESTRICTIONS ON GIFTS

Unrestricted gifts and gifts for specific programs and purposes may be accepted, provided they are consistent with WPP's mission, purposes and priorities. WPP will not accept:

- Gifts that are judged too difficult or too expensive to administer in relation to their value.
- Gifts in direct exchange for promotion or recognition of a donor or a donor's business or products, beyond the established opportunities available through WPP's event sponsorships and donor acknowledgment programs.
- Gifts given by a donor or a donor business/organization whose purpose directly contradicts that of WPP, or threatens to provide negative impact on organizational reputation.

VII. GIFTS GENERALLY NOT REQUIRING PRIOR APPROVAL

Unrestricted, outright gifts by cash, check, credit card and publicly traded securities do not require approval. Routine gifts are accepted and administered through the development staff with final authority to accept routine gifts lying with the CEO.

Donors are encouraged to make bequests to WPP under their wills, and to name WPP as beneficiary or contingent beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.

- [Charitable Lead Trusts](#). WPP will accept designation as an income beneficiary of charitable lead trusts.
- [Charitable Remainder Trusts](#). WPP will accept designation as a remainder beneficiary of charitable remainder trusts.

- Publicly Traded Securities. Gifts of securities will be acknowledged to the donor at the value received into the account as of the day received. All securities will be sold immediately upon receipt into the account or as soon thereafter as practical.
- Revocable Trust Agreements: WPP encourages its donors to name WPP as a beneficiary of all or a portion of a revocable trust agreement.

VIII. GIFTS SUBJECT TO REVIEW PRIOR TO ACCEPTANCE

Noncash gifts, other than publicly traded securities, will be accepted only when it is reasonably expected they can be converted to cash within a reasonable period of time or when WPP can utilize the property in its operations. Generally, six months shall be considered reasonable for conversion to cash.

Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

- Life Insurance. WPP will accept gifts of life insurance where WPP is named as both beneficiary and irrevocable owner of 100% of the policy. The donor must agree to pay, before due, any future premium payments owing on the policy. All gifts of life insurance must comply with applicable state insurance regulations, including insurable interest clauses.
- Real Estate. All gifts of real estate are subject to review by the finance committee. Prior to acceptance of any gift of real estate other than a personal residence, WPP shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit. Criteria for acceptance of gifts of real estate include:
 - Is the property useful for the organization's purposes?
 - Is the property readily marketable?
 - Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property?
 - Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property?
 - Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

For gift crediting and accounting purposes, the value of the gift is the appraised value of the real estate; however, this value may be reduced by costs of maintenance, insurance, real estate taxes, broker's commission, and other expenses of sale.

- Tangible Personal Property. The finance committee shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations:
 - Does the property further the organization's mission?
 - Is the property marketable?
 - Are there any unacceptable restrictions imposed on the property?
 - Are there any carrying costs for the property for which the organization may be responsible?
 - Is the title/provenance of the property clear? Is the property marketable?
 - What is the market for and costs of transportation to market and sale?