



## Imagine Gift Acceptance Policy

Imagine's mission is to support children and families coping with loss and foster resiliency and emotional well-being for all those who grieve.

1. Imagine solicits and accepts gifts for purposes that will help the organization further and fulfill its mission.
2. Imagine urges all prospective donors to seek the assistance of personal legal and accounting advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. The following policies and guidelines govern acceptance of gifts made to Imagine for the benefit of any of its operations, programs, or services.
3. Use of Legal Counsel— Imagine will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:
  - a. Gifts of securities that are subject to restrictions or buy-sell agreements.
  - b. Gifts requiring Imagine to assume financial or other obligations.
  - c. Transactions with potential conflicts of interest.
  - d. Gifts of property which may be subject to environmental or other regulatory restrictions.
4. Restrictions on Gifts
  - a. Imagine will not accept gifts that:
    - i. Would result in Imagine violating their bylaws
    - ii. Would result in Imagine losing their 501c3 nonprofit status
    - iii. Are too difficult or too expensive to administer in relation to their value
    - iv. Would result in any unacceptable consequences for Imagine
    - v. Are for purposes outside of Imagine's mission.
  - b. Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Executive Committee and the Executive Director.
5. Gifts Generally Accepted Without Review
  - a. Cash
    - i. Cash gifts are acceptable in any form, including by check, money order, credit card, or on-line. Donors wishing to make a gift by credit card must provide the card type (e.g., Visa, MasterCard, American Express), card number, expiration date, CVV number, billing address and name of the card holder as it appears on the credit card.
  - b. Marketable Securities
    - i. 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 (with appropriate signature guarantees) attached. All marketable securities may be sold promptly upon receipt unless otherwise directed by Imagine's Investment Committee. In some cases, marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the Executive Committee and Executive Director.

**All contributions are tax-deductible to the extent permitted by law.  
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- c. Bequests and Beneficiary Designations under Wills, Trusts, Life Insurance Policies, IRAs, Annuities, and other Retirement Plans
    - i. Donors are encouraged to make bequests to Imagine under their wills, and to name Imagine as the beneficiary under trusts, life insurance policies, commercial annuities, and retirement plans.
  - d. Charitable Remainder Trusts
    - i. Imagine will accept designation as a remainder beneficiary of charitable remainder trusts.
  - e. Charitable Lead Trusts
    - i. Imagine will accept designation as a current beneficiary of distributions from charitable lead trusts.
  - f. Imagine will accept gifts as the beneficiary of all or a portion of life insurance policies, IRAs, annuities, and retirement plans.
6. Gifts Accepted Subject to Prior Review
- a. 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:
    - i. Tangible Personal Property
      - 1. The Executive Committee and Executive Director 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?
    - ii. Life Insurance
      - 1. Imagine will accept gifts of life insurance where Imagine is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay all future premiums for the policy on or before the due date therefor.
7. Gifts Not Accepted
- a. Imagine will not accept any gift of real estate or any other gift that requires an environmental review.
  - b. Imagine will not accept any gift that is restricted in a way that makes the gift not useful in connection with the services we provide or the purposes for which Imagine exists.
8. Valuation
- a. The gift valuation will be in accordance with the clearly established rules in the Internal Revenue Code and the Financial Accounting Standards Board rules.
9. Recognition
- a. Giving Societies
    - i. Circle of Hope
      - 1. Circle of Hope is for cash pledges of \$5,000 total - \$1,000 or more per year, pledged for a minimum of 5 years.
        - a. Join the Circle of Hope at \$1,000 per year for 5 years

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- b. *Imagine a Child*: \$1,500 per year for 5 years (sponsors 1 child a year for 5 years)
  - c. *Imagine a Family\**: \$5,000 per year for 5 years (sponsors 1 family a year for 5 years)
  - d. *Imagine a School\**: \$10,000 per year for 5 years (sponsors 3 schools a year for 5 years)
  - e. *Imagine a Community\**: \$25,000 per year for 5 years (sponsors 5 families a year for 5 year)
- ii. Legacy of Hope
    - 1. Legacy of Hope is for any planned gift at a value of \$5,000 or more pledged with our giving intent form, as long as the gift is in accordance with this policy.
  - iii. All of these societies receive special recognition at our annual Evening of Hope, on our website and in our annual report.
- b. Bequests, distributions from trusts, beneficiary of life insurance, IRA or retirement plan that were not irrevocable during life will be officially recognized with tax receipts upon the death of the donor.
    - i. However, the fulfillment of the gift intention form will entitle the donor the recognition of the giving societies.
  - c. Letters of acknowledgement and tax receipts for all gifts will be sent within two weeks of receipt. Online gifts are acknowledged through email. Imagine's development department is responsible for all tax acknowledgements.
10. Building of Reserve Fund
- a. All gifts, unless otherwise specified by the donor, will go 95% to the operating fund and 5% towards building a reserve fund to ensure the future of Imagine.
11. Changes to Gift Acceptance Policy
- a. The Executive Director and Executive Committee will review this policy on an annual basis.
12. Attachments
- a. IRS forms 8283 and 8282.