

ACCEPTANCE OF GIFTS POLICY THE JEWISH CENTER

POLICY AND PROCEDURE FOR THE ACCEPTANCE OF GIFTS TO THE JEWISH CENTER

April 29, 2018

The Jewish Center encourages gifts and contributions; however, on occasion certain proposed gifts contain conditions, restrictions or limitations that require the proposed gift to be reviewed prior to acceptance. To facilitate appropriate consideration of such gifts, the Board adopts the following policy and procedures. In adopting these policies and procedures, the Board recognizes that it cannot anticipate every type of proposed gift or the particular circumstances of a particular offer, and where a proposed gift is not covered by this policy, the Executive Committee is authorized to address such gifts on a case by case basis. These policies and procedures shall apply to members of The Jewish Center clergy, staff, members of the Board or anyone acting on behalf of the Center.

A. The following policies apply to the acceptance of gifts or contributions:

1. All gifts of cash or publicly traded securities that contain no restrictions or conditions as to the use of the gift may be accepted without the necessity of further review.
2. The following gifts or contributions may not be accepted without approval:
 - a. all unsolicited gifts that contain restrictions, limitations or conditions imposed by the donor as to use;
 - b. all gifts of restricted or non-publicly traded securities or instruments;
 - c. all gifts of real property;
 - d. all in-kind gifts or gifts of personal property or services (books or other materials shall be reviewed by the Jewish Center librarian or administrator);
 - e. all gifts that may require physical alteration or improvement of any Center real or personal property;
 - f. all gifts that may require the Center to incur financial and/or administrative costs related to the acceptance, installation, implementation, or maintenance of the gift;
 - g. any gift that the EC may from time to time determine requires review and approval.

B. The following procedures apply to the acceptance of proposed gifts:

1. Any gift requiring approval pursuant to this policy shall be reviewed by the Executive Committee.
2. Notwithstanding the provisions of B (1), the Executive Committee may also delegate the review for such gifts to a member(s) of the Center clergy or staff.
3. Any gift requiring approval prior to acceptance may be referred by the Executive Committee to the appropriate committee for review (e.g. the house, religious affairs, fund raising, endowment committees). Where appropriate, the donor may be consulted and may participate in the decision-making regarding the gift, but the donor must be advised that the ultimate decision will be made by the EC.
4. Nothing in this policy shall limit the authority of the Center's Endowment Committee to accept gifts consistent with its policies.