



## Gift Acceptance Policy

The Nebraska Statewide Arboretum (NSA) solicits and accepts gifts that are consistent with its mission and that supports its core programs and/or special projects. NSA urges all prospective donors to seek the assistance of personal legal and financial 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 NSA for the benefit of any of its operations, programs, or services.

1. Donations and other forms of support will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities.
2. The Executive Director, development staff members, and board members may accept the following forms of gifts in the regular course of business:
  - a. Cash, Marketable Securities, Charitable Remainder Trusts, Charitable Lead Trusts, and Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities, and Retirement Plans.
  - b. Pledges: Pledges are commitments to give a specific dollar amount according to a fixed time schedule. All pledges should be in writing and, to the extent possible, utilize NSA's pledge form. The following minimum information should be obtained to substantiate a pledge:
    - i. The amount of the pledge; and
    - ii. A clearly defined payment schedule.
  - c. In some cases where appropriate the Executive Director may route the gift through NSA's funds held at the Nebraska Community Foundation (NCF) or the University of Nebraska Foundation (NUF). Such gifts shall follow the NCF and/or NUF gift acceptance policies.
3. The Nebraska Community Foundation and the University of Nebraska Foundation may accept gifts on behalf of NSA designated for NSA funds held at each organization according to their gift acceptance policies.
4. The following types of gifts are subject to review by the Gift Acceptance Committee:
  - a. Any gift offered that does not fit into one of the categories listed above in point 2, is valued at \$100,000 or more, or is determined by the Executive Director to require review.
  - b. Personal Property: NSA may consider gifts of personal property, both tangible and intangible. NSA may choose to retain, sell, or otherwise dispose of all gifts of personal property. NSA's intention to resell the property shall be communicated to the donor in writing at the time of the gift.
  - c. Real Property: Real property includes, but is not limited to, improved or unimproved land, personal residences, farmland, and commercial property. Gifts of real property will be sold immediately at fair market value.
  - d. Motor Vehicles, Boats, Airplanes: NSA will follow current IRS guidelines relating to the acceptance and value of motor vehicles, boats, and airplanes (IRS Publication 4302).
5. NSA will not accept gifts that (a) would result in NSA violating its corporate charter, (b) would result in NSA losing its status as a 501 (c)(3) not-for-profit organization, (c) are too difficult or too

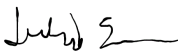
expensive to administer in relation to their value, (d) would result in any unacceptable consequences for NSA, or (e) are for purposes outside NSA's mission. Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Gift Acceptance committee.

6. Where there is potential for controversy if certain gifts are accepted, NSA has adopted the following review criteria and factors:
  - a. Values – whether the acceptance of the gift compromises any of the core values of NSA.
  - b. Compatibility – Whether there is compatibility between the intent of the donor and NSA's use of the gift.
  - c. Public Relations – Whether acceptance of the gift will damage the reputation of NSA.
  - d. Primary Benefit – Whether the primary benefit is to NSA, versus the donor.
  - e. Consistency – Is acceptance of the gift consistent with prior practice?
  - f. Form of Gift – Is the gift offered in a form that NSA can use without incurring substantial expense or difficulty?
  - g. Effect on Future Giving – Will the gift encourage or discourage future gifts?

All decisions to solicit and/or accept potentially controversial gifts will be made by the Gift Acceptance committee. The primary consideration will be the impact of the gift on the organization.

7. As appropriate with every gift that is sold, NSA staff will ensure all IRS requirements for disposing of gifts and the filing of appropriate tax reports are met.
  - a. All donors will receive a receipt for their gift.
8. NSA reserves the right to seek advice from legal counsel regarding the acceptance of any gift.
9. NSA is committed to honoring our donors' and prospective donors' privacy. When a donor elects to remain anonymous at the time of giving, names, addresses, email addresses, and telephone numbers, the names of their beneficiaries, and the amount of their gift shall be kept strictly confidential by NSA staff and board members. NSA will not sell, trade, or rent any donors' personal or contact information (including email address) without the express written consent of the donor. However, NSA may be required to list donor information on federal and/or state tax and information returns.

Adopted on December 1, 2023 by a vote of the Board of Directors



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Julie Zahn, NSA Board President

12/05/2023 | 14:57 CST

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Date