

Culpeper Library Foundation, Inc.

GIFT ACCEPTANCE POLICY

The Culpeper Library Foundation, Inc., solicits and accepts gifts for purposes that will help the organization further and fulfill its mission of supporting the operations and services of the Culpeper County Library. The Culpeper Library Foundation, Inc., 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 the Culpeper Library Foundation, Inc., for the benefit of any of its operations, programs or services.

Use of Legal Counsel—The Culpeper Library Foundation, Inc., will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- A. Gift of securities that are subject to restrictions or buy-sell agreements.
- B. Documents naming the Culpeper Library Foundation, Inc., as trustee or requiring the Culpeper Library Foundation, Inc., to act in any fiduciary capacity.
- C. Gifts requiring the Culpeper Library Foundation, Inc., to assume financial or other obligations.
- D. Transactions with potential conflicts of interest.
- E. Gifts of property which may be subject to environmental or other regulatory restrictions.

Restrictions on Gifts—The Culpeper Library Foundation, Inc., will not accept gifts that would (a) result in the Culpeper Library Foundation, Inc., violating its corporate charter, (b) would result in the Culpeper Library Foundation, Inc., losing its status as an IRC 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 the Culpeper Library Foundation, Inc., or (e) are or purposes outside the Culpeper Library Foundation, Inc.'s mission. Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Board of the Culpeper Library Foundation, Inc.

Gifts Generally Accepted Without Review—

- A. Cash gifts are acceptable in any form, including by check, money order, or online.
- B. 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 attached. All marketable securities will be sold promptly upon

receipt unless otherwise restricted, in which case the Board of the Culpeper Library Foundation, Inc. will determine whether to accept the restricted security.

- C. Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans. Donors are encouraged to make bequests to the Culpeper Library Foundation, Inc., under their wills, and to name the Culpeper Library Foundation, Inc., as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.
- D. Charitable Remainder Trusts. The Culpeper Library Foundation, Inc., will accept designation as a remainder beneficiary or charitable remainder trusts.
- E. Charitable Lead Trusts. The Culpeper Library Foundation, Inc., will accept designation as an income beneficiary or charitable lead trusts.

Gifts Accepted Subject to Prior Review—

- A. Tangible Personal Property. The Board of the Culpeper Library Foundation, Inc., shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations: Does the property further the mission of the organization? 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 free and clear?
- B. Life Insurance. The Culpeper Library Foundation, Inc., will accept gifts of life insurance where the Culpeper Library Foundation, Inc., is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.
- C. Real Estate. All gifts of real estate are subject to review by the Board of the Culpeper Library Foundation, Inc. Prior to acceptance of any gift of real estate other than a personal residence, the Culpeper Library Foundation, Inc., 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 purpose? 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 require remediation?