



GIFT ACCEPTANCE POLICY AND PROCEDURES

Imua Family Services seeks outright gifts and future gift commitments that are consistent with its mission. Donations generally will be accepted from individuals, partnerships, corporations, organizations, government agencies or other entities without limitations—unless acceptance of gifts from a specific source is inconsistent with the organization’s beliefs, values and mission.

Imua Family Services will not accept gifts from companies or from donors whose requests for public recognition are incompatible with our philosophy of appreciation. In processing, all gifts will be coded in the donor database for the constituency source from which the gifts were given, e.g., individual, corporation, foundation, organization, etc.

Multiyear pledges for major gifts are encouraged, but for no more than three to five years. Donors should complete and sign a gift or pledge agreement form detailing the purpose of the gift, payment schedule and how they wish their names to appear in donor-recognition materials.

Donors are encouraged to support areas reflecting their interests. Imua Family Services priorities include gifts for unrestricted, restricted and endowment purposes.

A selection of named or commemorative gift opportunities may be made available to each donor. Such opportunities represent a tangible means of demonstrating an individual donor’s investment in Imua Family Services. When gifts with restrictions are accepted, restrictions will be honored.

These restrictions will be detailed in the donor’s gift or pledge commitment letter. Donor information that should be private and confidential will not be made public.

- Charitable Gift Annuity—a contract between the organization and the donor paying a guaranteed lifetime income to one or two beneficiaries in return for a gift of cash, securities or real estate. The rate of payout on gift annuities should follow the rates established by the American Council on Gift Annuities. There shall be no more than two beneficiaries. The minimum gift accepted to establish a charitable gift annuity is \$10,000. No income beneficiary for a charitable gift annuity shall be younger than 50 years of age.
- Deferred Gift Annuity—an annuity tailored to meet the needs of the donor who prefers to receive income at a future date (at least one year after the date of the gift), but who claims a substantial charitable contribution in the year of the gift. The principal value of a charitable deferred gift annuity can be pledged over a period of years prior to when payments are

scheduled to begin. The donor will not receive income until the entire pledge is fulfilled. There will be no more than two beneficiaries. The minimum gift accepted to establish a deferred gift annuity is \$10,000. No income beneficiary for a deferred gift annuity shall be younger than 40 years of age.

- Pooled Income Fund—a fund that operates similarly to a mutual fund. Administrative fees shall be paid from the income earned on the pooled income fund. No income beneficiary in the fund shall be younger than 55 years of age. No more than two income beneficiaries may be named. The minimum initial contribution to the fund shall be \$10,000. Additional gifts may be added for amounts beginning at \$1,000.
- Charitable Trust—a trust of which the nonprofit organization does not act as trustee. The administration of these trusts should be performed by a bank trust department or other trustee selected by the donor.
- Charitable Remainder Unitrust—an individual trust providing for annual income to a donor and/or named beneficiaries that can increase or decrease year to year, depending on annual valuation of the trust's assets. A unitrust is well suited to a donor seeking income growth, though with some downside risk.
- Charitable Remainder Annuity Trust—a trust offering the assurance of a fixed-dollar income. The donor and/or beneficiary receive annually an amount of dollars fixed irrevocably at the time the gift is established and stated in the trust agreement. The minimum gift is \$100,000.
- Lead Trust (Income to Charity for a Term Certain—a trust whose income or “lead” interest is given to the nonprofit recipient and the remainder interest is given to one or more non-charitable beneficiaries, which can be the donor or his or her family. This gift option offers current income to the organization, but the assets can be retained by the donor or passed to heirs at a later time, often at considerable tax savings.
- Bequest—a gift bequeathed to an organization in a donor's will. Unless the donor specifies its use, the organization may direct this gift to an endowment fund or to the general fund to be used for current purposes.