

CREATE OUR FUTURE

Gift Acceptance Policy

A Commitment to Transparency, Integrity, and Mutual Respect

1. Purpose and Scope

Create Our Future (hereinafter "the Organization") is a nonprofit organization dedicated to empowering communities to build brighter futures. This Gift Acceptance Policy establishes clear guidelines governing how the Organization receives, acknowledges, manages, and uses gifts and contributions from donors. It also defines the rights and responsibilities of donors and clarifies the relationship between donors and the Organization. All gifts are subject to review and acceptance in accordance with the terms set forth herein.

2. Organizational Independence

Making a gift to the Organization—regardless of its size—does not create an employment relationship, a contractual service arrangement, or any form of governance authority between the donor and the Organization. Donors do not become members of the Board of Directors, employees, or supervisors of the Organization's staff, volunteers, or leadership simply by virtue of their financial contribution.

The Organization's programs, initiatives, staffing decisions, partnerships, and strategic direction are determined solely by its Board of Directors and executive leadership in furtherance of its charitable mission. No gift, however generous, entitles a donor to direct, override, or otherwise influence the internal operations, personnel decisions, or programmatic choices of the Organization.

3. Donor Bill of Rights

Create Our Future is committed to honoring donors with transparency, gratitude, and respect. All donors have the right to:

- Be informed of the Organization's mission, the populations it serves, and how donated resources will be used.
- Receive timely, accurate acknowledgment of their gift for tax purposes in accordance with IRS requirements.
- Receive information about the Organization's leadership, Board of Directors, and annual financial statements upon request.
- Know that their personal information will be kept confidential and will not be shared, sold, or traded to third parties without explicit consent (see Section 7: Donor Privacy).
- Be removed from mailing lists and solicitation communications at any time upon request.
- Ask questions and receive honest, timely responses from appropriate staff.
- Decline recognition or choose to give anonymously.
- Be treated with dignity and respect regardless of the size of their gift.

4. Gift Acceptance

4.1 Acceptable Gift Types

At this time, Create Our Future accepts cash donations only, in the following forms:

- Cash and personal checks (made payable to Create Our Future; checks must never be made payable to an individual representing the Organization)
- Credit and debit card donations
- ACH transfers and electronic wire transfers (banking details available upon request)

The Organization does not currently accept securities, real property, tangible personal property, planned or deferred gifts, in-kind contributions, or gifts of any other non-cash nature. This policy will be reviewed periodically and updated should the Organization's gift acceptance capacity expand.

4.2 Gift Review and Declination

Create Our Future reserves the right to decline any gift that:

- Conflicts with its mission or values
- Creates a conflict of interest or the appearance thereof
- Requires the Organization to take on undue legal, financial, or reputational risk
- Comes with conditions the Organization cannot legally or practically fulfill
- Is accompanied by expectations of preferential treatment, undue influence, or benefits inconsistent with charitable principles
- Would jeopardize the Organization's tax-exempt status or violate the Internal Revenue Code or any applicable federal or state law

Whenever a gift, because of its source, conditions, or purpose, could expose the Organization to reputational harm or extend its resources beyond its capacity, the Executive Director will consult with the Board of Directors to determine whether the gift is appropriate to accept. Decisions to decline gifts will be communicated respectfully and promptly.

5. Unrestrictive Gifts and Directed Gifts

5.1 Unrestricted Gifts

Unrestricted gifts provide the greatest flexibility and are preferred. They allow the Organization to direct resources where they are most needed, including operating expenses, staffing, infrastructure, and emerging priorities. Unless a donor specifies otherwise in writing, all gifts will be treated as unrestricted.

5.2 Directed Gifts

Directed gifts allow donors to express a preference for supporting a specific program, initiative, or area of impact within the Organization. While the Board of Directors retains final authority and discretion over the use of all donations, the Board will thoughtfully and carefully consider each donor's wishes when allocating directed gifts. Although every effort will be made to honor donor preferences, the Organization cannot guarantee that contributions will be used exactly as requested. Acceptance of a directed gift does not constitute the Organizations endorsement of, or guarantee the continuation of, any specific program or initiative.

6. Gift Acknowledgment and Tax Receipts

The Organization will provide written acknowledgment to all donors for gifts of any amount. For gifts of \$250 or more, a formal acknowledgment letter meeting IRS requirements will be issued within 30 days of receipt. This letter will include the date of the gift, the amount, and a statement confirming whether any goods or services were provided in exchange.

Donors are responsible for consulting their own tax advisors regarding the deductibility of their contributions. The Organization does not provide tax advice, and providing a receipt does not constitute a guarantee of tax deductibility in every circumstance.

The Organization will maintain adequate gift records to substantiate donor intent and gift designations.

7. Donor Privacy

Create Our Future is committed to protecting the privacy of its donors. All information concerning donors and prospective donors—including name, address, phone number, email address, giving history, and financial information—will be kept strictly confidential and used solely for internal purposes such as processing donations, sending acknowledgments, and maintaining donor relations.

The Organization will not:

- Sell, rent, trade, or share donor information with third parties for commercial purposes.
- Publish donor names without permission.
- Use donor data in ways inconsistent with the representations made at the time of collection.

Donors wishing to give anonymously may indicate this preference at any time, and their anonymity will be respected in all public communications. Donors may also request to be removed from mailing or contact lists at any time by contacting the Organization directly.

8. Gift Refund Policy

All charitable contributions are final and non-refundable. Any exception must be approved by the Board of Directors in its sole discretion.

9. Legal Compliance and Ethical Fundraising

Create Our Future is committed to honest, transparent, and mission-driven development practices. The Organization will not misrepresent the use of donor funds, inflate impact claims, or engage in coercive or deceptive fundraising tactics.

Any donor or prospective donor may request and receive a copy of this Gift Acceptance Policy at any time.

10. Policy Review and Amendments

This policy shall be reviewed by the Board of Directors as circumstances require. Amendments may be proposed by the Executive Director or any Board member and must be approved by a majority vote of the Board. The most current version of this policy will be made available to staff, Board members, and donors upon request.

Approved by the Board of Directors

Date: _____

President Signature: _____ Date: _____

Executive Director Signature: _____ Date: _____