



Relief Inc. Gift Acceptance Policy

1. Purpose

The purpose of this Gift Acceptance Policy is to provide guidelines and procedures for accepting and acknowledging gifts made to Relief, Inc. This policy ensures transparency, ethical standards, and compliance with all applicable laws and regulations.

2. Definitions

- a. Donor: An individual, organization, or entity making a gift to Relief, Inc.
- b. Gift: A voluntary contribution, including but not limited to monetary donations, in-kind gifts, securities, property, or any other assets.

3. Compliance

- a. Relief, Inc. will comply with all applicable laws, regulations, and ethical standards related to charitable giving, including but not limited to tax laws and guidelines provided by relevant authorities.
- b. Relief, Inc. reserves the right to decline or return any gift that does not align with its mission, and values or would compromise its integrity.

4. Types of Gifts

- a. Cash Donations: Relief, Inc. welcomes and encourages cash donations made online or by check, money order, or wire transfer.
- b. In-Kind Donations: Relief, Inc. may accept in-kind gifts, including but not limited to goods, services, equipment, or expertise, provided they align with the organization's mission and needs.
- c. Securities: Relief, Inc. may accept marketable securities, such as stocks and bonds, subject to compliance with applicable laws and regulations. The acceptance and liquidation of securities will be handled according to established procedures.
- d. Real Estate and Tangible Personal Property: Relief, Inc. may accept gifts of real estate or tangible personal property after a thorough evaluation process. Such gifts will be subject to compliance with applicable laws, environmental assessments, and the organization's ability to manage and maintain the property.
- e. Planned Gifts: Relief, Inc. welcomes and encourages planned gifts, including bequests, charitable remainder trusts, charitable lead trusts, and life insurance policies, subject to compliance with applicable laws and donor intent.

5. Approval and Evaluation Process

- a. The acceptance of gifts, particularly those with significant financial or legal implications, requires approval from the Relief, Inc. Board of Directors or designated committee.
- b. The evaluation process may involve consultation with legal, financial, or other relevant professionals to assess the benefits, risks, and implications associated with a potential gift.

6. Gift Acknowledgment and Stewardship



- a. Relief, Inc. is committed to providing timely and appropriate acknowledgment for all gifts received. Donors will receive a written acknowledgment in compliance with applicable laws, including any tax-deductible information required.
- b. Relief, Inc. will maintain donor privacy and will not sell or distribute donor information without explicit consent, except as required by law.

7. Donor Restrictions and Intent

- a. Relief, Inc. will make reasonable efforts to honor any specific restrictions or intentions expressed by donors regarding the use of their gifts.
- b. In situations where donor restrictions are no longer practical or possible to fulfill, Relief, Inc. will work with the donor, if possible, to identify an alternative use of the gift that aligns with the organization's mission and priorities.

8. Conflict of Interest

- a. Any potential conflict of interest related to a gift, such as a board member or staff member acting as a donor, will be disclosed and appropriately managed to ensure transparency and ethical practices.

9. Amendments to the Gift Acceptance Policy

- a. This policy may be amended by the Relief, Inc. Board of Directors or designated committee as necessary. Amendments will be communicated internally and posted on the organization's website.

10. Document Retention

- a. All gift-related documentation, including but not limited to gift agreements, acknowledgments, and records of donor intent, will be retained in compliance with applicable laws and regulations.