



# URBAN GREEN LAB™

## GIFT ACCEPTANCE POLICY

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**Purpose** - The purpose of this gift acceptance policy is to govern the acceptance of gifts and to provide guidance to donors and their professional advisors in completing gifts.

**Our Mission** - Urban Green Lab, Inc. (UGL) solicits and accepts gifts for purposes that will help the organization further and fulfill its mission: We teach communities how to live sustainably.

**Donor's Use of Legal Counsel** - Urban Green Lab, 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 Urban Green Lab, Inc. for the benefit of any of its operations, programs or services.

**Use of Legal Counsel** - Urban Green Lab, Inc. will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel may include, but is not limited to:

- A. Gifts of closely held securities that are subject to restrictions or buy-sell agreements.
- B. Documents naming Urban Green Lab, Inc. as trustee or requiring Urban Green Lab to act in any fiduciary capacity.
- C. Gifts requiring Urban Green Lab, Inc. to assume financial or other obligations.
- D. Transactions with potential conflicts of interest.
- E. Gifts of property that may be subject to environmental or other regulatory restrictions.
- F. Transactions governed by contracts or legal documents.
- G. Transactions in which the Finance Committee or UGL board members believe that the use of counsel is appropriate.

**Restrictions on Gifts** - Urban Green Lab, Inc. will not accept gifts that:

- A. Would result in Urban Green Lab violating its corporate charter,
- B. Would result in Urban Green Lab, 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 Urban Green Lab, Inc., or
- E. Are for purposes outside Urban Green Lab mission.

The Finance Committee in consultation with the Executive Director shall make decisions on the restrictive nature of a gift, and its acceptance or refusal.

### Gifts Generally Accepted Without Review

- I. **Cash** - Cash gifts are acceptable in any form, including by check, money order, credit card, or on-line. Donors wishing to make a gift by credit card must provide the card type (e.g., Visa, MasterCard, Discover, and American Express), card number, expiration date, and name of the cardholder as it appears on the credit card.
- II. **Marketable Securities** - Marketable securities (publicly traded stock) 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 (with appropriate signature guarantees) attached. All marketable securities will be sold promptly upon receipt unless otherwise directed by Urban Green Lab Finance

Committee. In some cases, marketable securities may be restricted by, for example, applicable securities laws or the terms of the proposed gift. In such instances, the decision whether to accept the restricted securities shall be made by the Finance Committee.

- III. Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans** - Donors are encouraged to make bequests to Urban Green Lab under their wills, and to name Urban Green Lab as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.
- IV. Charitable Remainder Trusts** - Urban Green Lab, Inc. will accept designation as a remainder beneficiary of charitable remainder trusts.
- V. Charitable Lead Trusts** - Urban Green Lab, Inc. will accept designation as an income beneficiary of charitable lead trusts.

**Gifts Accepted Subject to Prior Review** - Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

- I. Tangible Personal Property** - The Finance Committee shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations: Does the property further the organization's mission? 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 clear?
- II. Life Insurance** - Urban Green Lab will accept gifts of life insurance where Urban Green Lab. 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.
- III. Real Estate** - All gifts of real estate are subject to review by the Finance Committee. Prior to acceptance of any gift of real estate other than a personal residence, Urban Green Lab, 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 purposes? 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 requires remediation?
- IV. Gift Transmittal** - All gifts to Urban Green Lab, Inc. should be directed to Urban Green Lab, 1310 Clinton Street, Suite 205, Nashville, TN 37203, Attn: Development. When cash, checks, or other assets are sent for deposit, they should be accompanied by the following information: title or type of gift account (for identification if multiple accounts), and contact name, address, telephone number of responsible person to whom acknowledgement should be sent, particularly in the case of corporate checks; plus copies of all correspondence relating to the gift. Checks should be made payable to Urban Green Lab.

**Acknowledging and Recognizing Donors** - A formal tax receipt for cash donations is sent to each donor upon acceptance of the gift. Receipts are not issued for non-cash contributions, such as gifts of stock, bonds, or gifts-in-

kind. Urban Green Lab will formally acknowledge non-cash gifts in a letter containing a description of the donated item, although the actual fair market value will not be stated. Receipts and acknowledgements are necessary to ensure that gifts are deposited correctly and also serve as additional verification of a tax-deductible gift for the donor. Descriptions and policy regarding donor recognition and naming opportunities may be obtained from the UGL Development Department.

**Tax Information** - Urban Green Lab, Inc. is exempt from income tax under the provisions of Section 501(c)(3) of the Internal Revenue Code. Because Urban Green Lab, Inc. is not a private foundation under Section 509(a) of the IRS Code, contributions made to Urban Green Lab are charitable contributions for federal and state tax purposes and are deductible by donors in computing corporate, partnership, gift, estate, and personal income taxes. FEIN 27-1011744.

**Effective Date** - This policy shall become effective October 29, 2010 and will supersede any existing policy purporting to cover the subject matter of this policy

## **APPENDIX: ETHICAL STANDARDS**

### MODEL STANDARDS OF PRACTICE FOR THE CHARITABLE GIFT PLANNER

The purpose of this statement is to encourage responsible gift planning by urging the adoption of the following Standards of Practice by all individuals who work in the charitable gift planning process. Collectively referred to as "Gift Planners", this includes but is not limited to gift planning officers, fund raising consultants, attorneys, accountants, financial planners, life insurance agents and other financial services professionals and by the institutions that these persons represent.

This statement recognizes that the solicitation, planning and administration of a charitable gift is a complex process involving philanthropic, personal, financial, and tax considerations. As such, the process often involves professionals from various disciplines whose goals should include working together to structure a gift that achieves a fair and proper balance between the interests of the donor and the purposes of the charitable institution.

- I. Primacy of Philanthropic Motivation** - The principal basis for making a charitable gift should be a desire on the part of the donor to support the work of charitable institutions.
- II. Explanation of Tax Implications** - Congress has provided tax incentives for charitable giving, and the emphasis in this statement on philanthropic motivation in no way minimizes the necessity and appropriateness of a full and accurate explanation by the Gift Planner of those incentives and their implications.
- III. Full Disclosure** - It is essential to the gift planning process that the role and relationships of all parties involved, including how and by whom each is compensated, be fully disclosed to the donor. A Gift Planner shall not act or purport to act as a representative of any charity without the express knowledge and approval of the charity, and shall not, while employed by the charity, act or purport to act as a representative of the donor, without the express consent of both the charity and the donor.
- IV. Compensation** - Compensation paid to Gift Planners shall be reasonable and proportionate to the services provided. Payment of finders fees, commissions or other fees by a donee organization to an independent Gift Planner as a condition for the delivery of a gift are never appropriate. Such payments lead to abusive

practices and may violate certain state and federal regulations. Likewise, commission-based compensation for Gift Planners who are employed by a charitable institution is never appropriate.

- V. Competence and Professionalism** - The Gift Planner should strive to achieve and maintain a high degree of competence in his or her chosen area, and shall advise donors only in areas in which he or she is professionally qualified. It is a hallmark of professionalism for Gift Planners that they realize when they have reached the limits of their knowledge and expertise. As a result, they should include other professionals in the process. Such relationships should be characterized by courtesy, tact and mutual respect.
- VI. Consultation with Independent Advisors** - A Gift Planner acting on behalf of a charity shall in all cases strongly encourage the donor to discuss the proposed gift with competent independent legal and tax advisors of the donor's choice.
- VII. Consultation with Charities** - Although Gift Planners frequently and properly counsel donors concerning specific charitable gifts without the prior knowledge or approval of the donee organization, the Gift Planners, in order to insure that the gift will accomplish the donor's objectives, should encourage the donor, early in the gift planning process, to discuss the proposed gift with the charity to whom the gift is to be made. In cases where the donor desires anonymity, the Gift Planners shall endeavor, on behalf of the undisclosed donor, to obtain the charity's input in the gift planning process.
- VIII. Description and Representation of Gift** - The Gift Planner shall make every effort to assure that the donor receives a full description and an accurate representation of all aspects of any proposed charitable gift plan. The consequences for the charity, the donor and, where applicable, the donor's family, should be apparent, and the assumptions underlying any financial illustrations should be realistic.
- IX. Full Compliance** - A Gift Planner shall fully comply with and shall encourage other parties in the gift planning process to fully comply with both the letter and spirit of all applicable federal and state laws and regulations.
- X. Public Trust** - Gift Planners shall, in all dealings with donors, institutions and other professionals, act with fairness, honesty, integrity and openness. Except for compensation received for services, the terms of which have been disclosed to the donor, they shall have no vested interest that could result in personal gain.

Adopted and subscribed to by the National Committee on Planned Giving and the American Council on Gift Annuities, May 7, 1991.  
Revised April 1999.