

Gift Acceptance Policy

I. Policy: United Way of The Greater Lehigh Valley (hereafter UWGLV) welcomes gifts of cash, commodities, securities, insurance, personal property, real estate, and gifts by bequest. This policy is designed to provide guidance to the UWGLV team and the general public to facilitate the gift giving process. The intent of this policy is to provide prospective donors with the greatest flexibility possible in formulating their gift options and the confidence of our donors that we are good stewards of their donation(s).

II. Policy Purpose: The purpose of this policy is to ensure that all gifts to UWGLV are used as the donor intends, any legal vehicles related to these gifts (stock, insurance beneficiary designations, will, or the like) should identify the organization as "United Way of The Greater Lehigh Valley and its successors." The acknowledgement of gifts to donors for tax purposes will be done in the manner specified in the Internal Revenue Code. UWGLV seeks gifts from individuals, corporations, foundations and public agencies for the purpose of fulfilling our mission.

III. Policy Procedures:

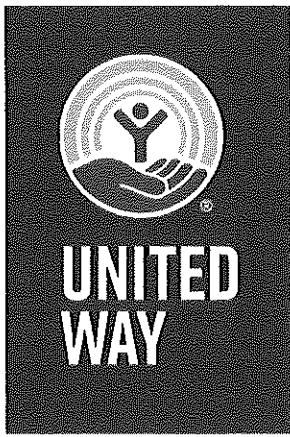
UWGLV will not accept gifts that:

1. would result in UWGLV violating its By-Laws;
2. would result in UWGLV losing its status as an IRS 501(c)(3) not-for-profit corporation;
3. would be too difficult or too expensive to administer in relation to their value;
4. would result in any unacceptable consequences for UWGLV;
5. or are for purposes outside UWGLV's mission.

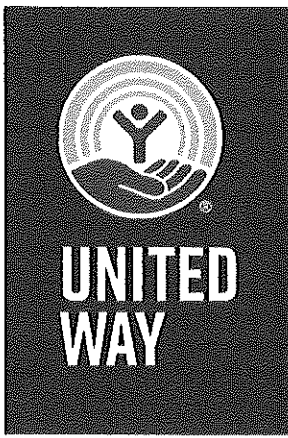
Contributions, whether cash, unconditional promises to give, or other form of gift accepted, are recognized as revenue or gain in the period received or sold.

Gifts which would generally be accepted include:

1. **Cash Gifts:** Cash gifts of money or checks will be accepted and designated to the donors "intended" fund, be it restricted or unrestricted. All acceptable gifts designated for any purpose shall be included at full market value. UWGLV reserves the right to redirect gifts as necessary to meet the needs of the community.
2. **Pledges:** A pledge will be included in the current campaign year provided that the donor makes a payment schedule that is to be completed within one year after the close of the current campaign. If a pledge is to be satisfied over several years, the pledge may be broken up and included in multiple campaign years.
3. **Securities:** Donated stocks, bonds and securities are typically sold as soon as possible after transfer of ownership and receipt of notice thereof by UWGLV. UWGLV maintains the right to hold all securities as a part of its total portfolio and such a determination will be made by the Board of Directors. It is the express policy of UWGLV that all non-publicly traded securities shall be liquidated. The value of this donation is established on the day of the donation transaction. IRS rules may require the donor to establish the value through an independent appraisal. If this is necessary, any costs for such an appraisal would typically be the responsibility of the donor.



4. **Commodities:** Donated commodities are typically sold as soon as possible after transfer of ownership and receipt of notice thereof by UWGLV. The value of this donation is established on the day of the donation transaction. IRS rules may require the donor to establish the value through an independent appraisal. If this is necessary, any costs for such an appraisal would typically be the responsibility of donor.
5. **Personal Property:** Gifts of non-real personal property will be accepted only if the CEO and/or Executive Committee feel that a reasonable market exists for such items. In order for a donor to donate personal property, such as cars, boats, furnishings, jewelry, or art the following must occur:
 - a. All property must be free of any liens, taxes, and fees.
 - b. The title must be clear and current, with the donor, in the case of titled property, being the legal owner.
 - c. The donor must be willing to incur the cost of an appraisal from a qualified, independent appraiser should one be required.
 - d. The donor must be willing to assume fees that may be incurred due to title/license, moving, storage and insurance coverage that UWGLV may incur after property is donated, and until UWGLV is able to dispose of same. Typically, the donor would agree to assume all costs for transfer, holding, and disposition of any property donated. However, in specific instances, UWGLV may consider sharing in these costs.
 - e. Acceptance, as well as disposition, is subject to approval by the CEO and/or the Executive Committee.
6. **Real Estate:** Real estate donations will be accepted only if the UWGLV CEO and/or the Executive Committee approves acceptance of this donation. When a donor wishes to donate property such as land and/or buildings, the following must occur:
 - a. All property must be free of any liens, taxes, or other encumbrances.
 - b. The title must be clear and current, with the donor being the registered owner.
 - c. The property must be declared free of any pollution, physical hazards, or contaminants that could become legal and/or clean-up encumbrances for UWGLV.
 - d. Typically, the donor must be willing to donate the cost of any fees due to transferring the title, property taxes, maintenance and repair, and any necessary insurance coverage that may be needed. However, in special situations, UWGLV may consider sharing in these costs.
 - e. UWGLV will generally not accept gifts of buildings on leased land.
 - f. All contributions of real property shall require approval by UWGLV CEO and the Executive Committee.
 - g. Potential donors will be informed that UWGLV reserves the right not to accept a contribution of property, if the conditions cannot be met, or if the Executive Committee deems that it is not in the best interest of UWGLV to accept the property.

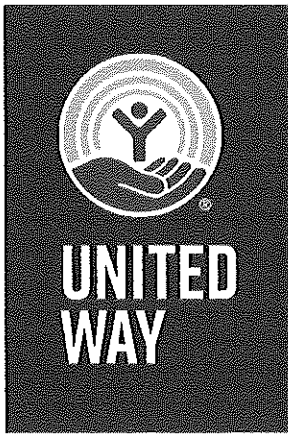


7. **Bequests:** Gifts from bequests will be accepted under the same policy as cash gifts and will be applied to the unrestricted fund unless said donor designates a fund of his/her choice. All bequests should be directed to "United Way of The Greater Lehigh Valley or its successor."
8. **Irrevocable Life Income Agreements:** Gifts of irrevocable life income agreements including charitable remainder trusts, pooled income funds and gifts of annuities will be counted for their full face value in the year that the agreement is signed and the asset funding the agreement is received. UWGLV must receive from donor
 - a. a copy of the trust agreement,
 - b. a current trust statement showing the value of the assets, and
 - c. an agreement by the donor to have the trustee provide UWGLV with regular periodic statements.
9. **Life Insurance Policies:** Donor will receive credit for donation of life insurance policies only if the donor names United Way of The Greater Lehigh Valley or its successor as owner and beneficiary of the policy. Value of such gift will be based on the surrender value as of the date of transfer.
10. **In Kind Donations:** In-Kind donations of goods or services may be accepted providing they reflect the needs and mission of UWGLV. For recordkeeping purposes, the donor shall provide a written estimate of the fair market value at the time of donation of the articles and/or services.
11. **Other Gifts:** UWGLV shall consider the acceptance of other gifts not mentioned above, including, but not limited to, memorials, honorariums, and intangible property.

Gifts which would generally not be accepted by UWGLV:

1. Gifts of securities that are subject to restrictions or buy-sell agreements.
2. Documents naming UWGLV as trustee or requiring UWGLV to act in any fiduciary capacity.
3. Gifts requiring UWGLV to assume financial or other obligations.
4. Transactions with potential conflicts of interest.
5. Gifts of property which may be subject to environmental or other regulatory restrictions.

Approved September, 2024

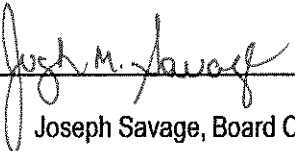


CORPORATE RESOLUTION

BE IT RESOLVED that any combination of two people filling the positions of CEO, Board Chair, Board Vice-Chair and/or Board Treasurer at any given time, are hereby authorized to sell, assign and endorse for transfer certificates representing stocks, bonds, securities, and any other securities or titles, including real estate, now registered or hereafter registered in the name of this Corporation.

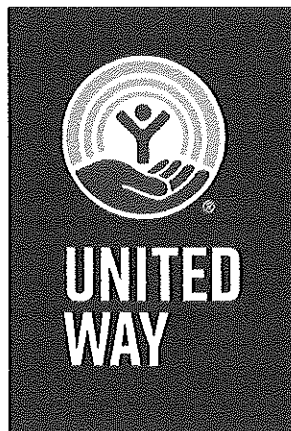
I, Joseph Savage, Board Chair of United Way of The Greater Lehigh Valley, incorporated under the laws of the State of Pennsylvania, hereby certify that the foregoing is a true copy of a resolution duly adopted by the Board of Directors of said Corporation at a meeting duly held on the 17th day of September, 2024, at which a quorum was present and voting, and that the same has not been repealed or amended and remains in full force and effect and does not conflict with the By-laws of said Corporation.

Dated September 17, 2024.



Joseph Savage, Board Chair

APPENDIX A



MODEL STANDARDS OF PRACTICE FOR THE CHARITABLE GIFT PLANNER

PREAMBLE

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, gift planning officers, fund raising consultants, attorneys, accountants, financial planners, life insurance agents and other financial services professionals (collectively referred to hereafter as "Gift Planners"), 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, and as such 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

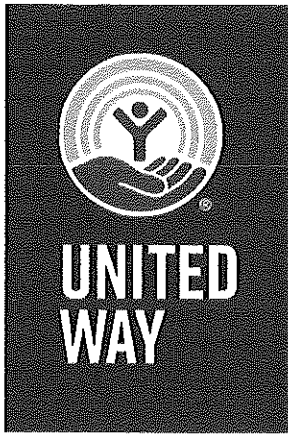
Congress has provided tax incentives for charitable giving, and the emphasis in this statement on philanthropic motivation in no way minimizes the necessity and appropriateness of a full and accurate explanation by the Gift Planner of those incentives and their implications.

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, and as a result, 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.

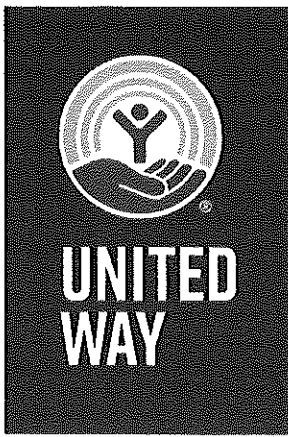
IX. FULL COMPLIANCE

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.



APPENDIX B

The Donor Bill of Rights was created by the American Association of Fund Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), the Association of Fundraising Professionals (AFP), and the Council for Advancement and Support of Education (CASE). It has been endorsed by numerous organizations.

The Donor Bill of Rights

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

- I. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- II. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- III. To have access to the organization's most recent financial statements.
- IV. To be assured their gifts will be used for the purposes for which they were given.
- V. To receive appropriate acknowledgement and recognition.
- VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.