

Oregon Family Support Network Policy

Policy Area: Fundraising	Subject: Policy Manual
Title of Policy: Gift Acknowledgement Policy and Procedure	Contract Area:
Effective Date:	Number:
Approved Date: Revision Date:	See Also:
Approved By:	

1. Rationale or background to Policy:

Oregon Family Support Network solicits and accepts gifts for purposes that will help the organization further and fulfill its mission. Oregon Family Support Network 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. It is important that donors feel appreciated for their gifts with timely acknowledgement of their contribution(s).

1.2. Definitions:

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2. Policy: The following policies and guidelines govern acknowledgement of gifts made to Oregon Family Support Network for benefit of any of its operations, programs, or services.

2.1 Acknowledgement of all gifts should take place within three (3) business days of receipt by Oregon Family Support Network using the appropriate thank you letter based on gift level and frequency of gift. For in-kind gifts, value is based on donor assessed value or fair market value if donor does not attach a value at the time of donation.

2.1.1 Tax receipts/statements will be sent in accordance with IRS guidelines following the end of the calendar year.

2.1.1.1 Tax receipts must include all necessary language required by the IRS.

2.1.2 For gifts of \$249 or less, donors will be acknowledged with the appropriate thank you letter, or pre-printed card signed by the Executive Director.

2.1.3 For gifts of \$250 or more, donors will be acknowledged with the appropriate thank you letter signed by the Executive Director. Thank you letters should include the required IRS language recognizing receipt or non-receipt of goods or services in exchange for the gift. If goods or services were received, the value of the goods or services must be noted in this language. Language should

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also be included for the donor to consult their tax-preparer should they have questions regarding deductibility of their gift(s).

- 2.1.4 For gifts of \$500 or more, in addition to the acknowledgment letter signed by the Executive Director, the donor will also receive an additional thank-you note from the board chair.**
- 2.1.5 For gifts of \$500 - \$999 the Community Engagement and Development Director will call the donor to personally thank them for their gift.**
- 2.1.6 For gifts of \$1,000 or more the Executive Director will call the donor to thank them personally for their gift.**