

# Shelter House

## Gift Acceptance Policy

### I. Preamble

Johnson County's only general use homeless shelter, Shelter House has provided transitional shelter to men, women and children, including the disabled and elderly, since 1983. The mission of the Shelter House is to provide shelter, and basic and transitional resources while encouraging self-sufficiency, to any person in our community who is homeless.

Our Values:

- Respect – Understand and value the needs and abilities of each client.
- Caring – Support clear expectations and provide opportunities for each individual to become self-sufficient.
- Responsibility – Use ethical behavior in all interactions with clients, staff, and the community.
- Integrity – Serve as a model of professionalism in our community.
- Stewardship – Collaborate with other community agencies to provide services efficiently and effectively.

In support of its mission and values Shelter House may accept unrestricted gifts of cash, stock, real estate and tangible or intangible personal property in any amount as outlined in this policy. Shelter House will seek the advice of legal counsel in matters relating to gift acceptance when appropriate.

Shelter House reserves the right to decline any gift that it believes might negatively impact its ability to attract volunteers, raise money from other sources, or otherwise accomplish its mission. Additionally, Shelter House reserves the right to decline any gift from any source whose practices are inconsistent with its values.

Gifts to Shelter House may not be directly or indirectly subjected by a donor to any material restriction or condition that prevents Shelter House from freely and effectively employing the transferred assets or the income derived therefrom, in furtherance of its tax exempt purposes.

Shelter House is a 501(c)(3) non-profit corporation. All gifts to Shelter House are tax deductible to the extent permitted by law.

## II. Lifetime Gifts

**A. Money:** Shelter House accepts cash, checks, credit cards, electronic fund transfers, and money orders.

**B. Publicly Traded Securities:** Shelter House accepts gifts of publicly traded stocks, bonds, and mutual fund shares. Upon considering the advice of its investment counselors, Shelter House will typically sell the asset immediately and use the proceeds to support its tax-exempt purposes.

**C. Gifts of Real Estate, Stock in Privately Owned Companies, and Tangible or Intangible Personal Property.** Gifts of this type will be accepted only after consultation with the Shelter House Audit & Finance Committee. The donor will provide an independent qualified appraisal, a description of the property, an acceptable environmental review (where applicable) and proof of ownership. It is the responsibility of the donor to determine the tax consequences of any gift. Before accepting these types of gifts, the Audit & Finance Committee will consider any liabilities, restrictions, or other conditions related to the gift. Shelter House will typically sell or transfer the asset immediately and use the proceeds to support its tax-exempt purposes.

**D. Daily Living Items:** Daily living items that meet the goals of Shelter House are welcome gifts. Because of seasonal needs and storage limitations, we ask that donors consult our website or a staff member for a list of items currently needed.

## III. Planned Gifts

Shelter House depends in large part on community support. One of the best ways to support Shelter House is through planned giving. A planned gift is a gift arrangement that takes into consideration the effect the gift will have on the donor's income, assets, and tax liabilities. The gift is generally of a size that requires planning in order to complete, with the assistance of a professional legal and/or financial adviser.

Planned giving is an area of estate planning that requires careful consideration and professional advice. Shelter House strongly suggests that your lawyer and/or financial advisor advise you about the methods of giving that are most beneficial and appropriate for you. Then we suggest that you contact us so that we can help you find the best way to help Shelter House. We are happy to discuss these options and any other method of contribution to Shelter House.

## IV. Annual Review

The Shelter House Board will review these guidelines at least annually.