



## **Fundraising & Gift Acceptance Policy**

Haiti Nursing Foundation (HNF) is a nonprofit 501(c)(3) organization with an operating budget comprised mostly of financial contributions, donations, and gifts. Because much of HNF's budget is used to carry out a focused mission and depends on financial contributions, donations and gifts, it is important for HNF to communicate to its supporters how it handles such donations to create a consistent organizational approach and practice regarding this vital part of its program.

- 1) HNF is a nonprofit 501(c)(3) organization and contributions made to the organization are tax deductible to the fullest extent allowed by law.
- 2) HNF solicits funds in a respectful manner and without pressure.
- 3) HNF generally accepts donations of cash or publicly traded securities and in-kind services. However, acceptance of any contribution, gift or grant is at the discretion of HNF and HNF will not accept any gift unless it can be used or expended consistently with its mission.
- 4) HNF will send written acknowledgments and documentation to donors for all tax deductible contributions. If the donor receives anything in exchange for their donation, such as food/drink or event admission, the tax receipt shall clearly state what portion of the donation is tax deductible.
- 5) HNF will provide written acknowledgments to donors meeting IRS substantiation requirements for property received by the charity as a gift. However, no value shall be ascribed to any receipt or other form of substantiation of a gift received by Haiti Nursing Foundation.
- 6) HNF will respect the intent of any donor related to gifts for restricted purposes and those related to the desire to remain anonymous. With respect to anonymous gifts, Haiti Nursing Foundation will restrict information about the donor to only those staff or volunteers with a need to know.
- 7) HNF holds all communications with donors and information concerning donors and prospective donors in strict confidence, subject to legally authorized and enforceable requests for information by government agencies and courts. All other requests for or releases of information concerning a donor or a prospective donor will be granted only if permission is first obtained from the donor.
- 8) HNF will refrain from providing advice about the tax or other treatment of gifts and will encourage donors to seek guidance from their own professional advisors to assist them in the process of making their gift.
- 9) HNF will not compensate, whether through commissions, finders' fees, or other means, any third party for directing a gift or a donor to Haiti Nursing Foundation.
- 10) HNF endorses the Code of Ethical Standards and the Donor Bill of Rights both developed and disseminated by the Association of Fundraising Professionals. (attachment).