
GIFT ACCEPTANCE POLICY

The Collaborative Charter Services Organization (The CSO) solicits and accepts gifts for purposes that will help the organization further and fulfill its mission. The CSO urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax consequences. The following policies and guidelines govern acceptance of gifts made to The CSO for the benefit of any of its operations, programs or services.

Donations will only be accepted upon approval of the Board of Directors at a public board meeting. The board meeting agenda will state the pertinent information regarding the donation including the name of the donor and any other information necessary for public notice. The Board of Directors will ensure that no donation accepted will be in conflict with the Board's obligation under the conflict of interest policy and the individual members' financial disclosure requirements in the Statement of Economic Interest.

Use of Legal Counsel - The CSO will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- A. Transactions with potential conflicts of interest.
- B. Primary Benefit - whether the primary benefit is to The CSO, versus the donor.
- C. Public Relationships - whether acceptance of the gift damages the reputation of The CSO.

Restrictions on Gifts - The CSO will not accept gifts that (a) would result in The CSO violating its corporate charter, (b) would result in The CSO losing its status as an IRC § 501(c)(3) not-for-profit organization, (c) would result in any unacceptable consequences for The CSO, or (d) are for purposes outside The CSO's mission. Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Board of Directors, in consultation with the Chief Executive Officer. The primary consideration will be the impact of the gift on the organization.

Gifts Generally Accepted Without Review of Legal Counsel - Cash. Cash gifts are acceptable in any form, including by check, money order, or ACH. Donors wishing to make a gift by ACH must request banking information from the Director of Fiscal Services. Appropriate documentation regarding the donation must be provided prior to the donation being made.

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Gifts Generally Not Accepted -

- A. Gifts of real property, personal property or securities may not be accepted by The CSO. Such gifts are too difficult or too expensive to administer in relation to their value.
- B. Gifts requiring The CSO to assume financial or other obligations will not be accepted.
- C. Documents naming The CSO as trustee or requiring The CSO to act in any fiduciary capacity will not be accepted.