



**Development Committee Meeting AGENDA**  
**May 5, 2023**  
**8:30 am – 10:00 am**

<b>TOPIC</b>	<b>FACILITATOR</b>	<b>ACTION</b>	<b>TIME</b>
1. Welcome and Call to Order	John Bayne		3
2. Prayer/Poem/Positivity	Jamie Kaffenbarger		2
3. Approval of January 27, 2023 minutes	John Bayne	Approve	3
4. Q1 dashboards	Meghan Parsons	Presentation	10
5. Adoption of 2023 committee goals	John Bayne	Discussion	15
6. Board solicitation policy	Mary Jane Bray	Update	10
7. Planned Giving Society overview	Mary Jane Bray	Presentation	15
8. Edits to Gift Acceptance Policy	Meghan Parsons	Approve	10
9. Action items review & member report out	John Bayne	Discussion	15
10. Next meeting dates	John Bayne		
• September 8			
• November 15			
11. Adjourn	John Bayne		

**Next Meeting:**  
**September 8, 2023**  
**Opening Prayer/Poem/Positivity: Anis Fadul**  
**RSVP to Kate Paterson at [kate.paterson@foodbankst.org](mailto:kate.paterson@foodbankst.org)**

**FOOD BANK OF THE SOUTHERN TIER**  
**Development Committee Meeting**  
 January 27, 2023 8:30 – 10 am

Member	In Attendance	Unable to Attend
John Bayne (Chair)	X	
John Alexander		X
Joe Thomas	X	
Alison Wolfe	X	
Julie Monahan		X
Anis Fadul	X	
Amanda Smith-Socarlis	X	
Jamie Kaffenbarger (Vice Chair)	X	
Connie Park	X	
Krista Niles-Updyke	X	
<i>Ex-Officio</i>		
Natasha Thompson	X	
<i>Staff</i>		
Meghan Parsons	X	
Kate Paterson	X	

1. **Welcome and Call to Order** – John Bayne called the meeting to order at 8:32 am
2. **Opening Prayer/Poem/Positivity** – John read the poem “To Be of Use” by Marge Piercy.
3. **Approval of October 28, 2022 Minutes**

*Amanda Smith Socaris made a motion to approve the October 2022 minutes.  
 Krista Niles-Updyke seconded. All were in favor. None opposed.*

**4. Fundraising Update**

Meghan announced that Josh Kramer, the new Director of Communications, will be starting on February 13<sup>th</sup>. Josh has a strong background in communications as well as fundraising. A Leader of the Pack event with Corning, Inc. employees will take place on March 9<sup>th</sup>. Board participation would be greatly appreciated.

The 2022 Fundraising Goals versus Actual amounts were reviewed. The goal of \$4,213,247 was surpassed by an actual amount of \$5,316,576, an increase of 26%. It is difficult to decide what programs to fund when it is hard to know what the development goal should be for 2023. Recent fundraising has been unprecedented. Other complicating factors include SNAP ending and increases in the cost of food. A 2023 fundraising goal of \$4.4M goal has been set but may need to be adjusted and will require close monitoring by the Committee.

The Development staff is collecting additional data about retention rates and donor responses. They are working with West Wind to see the data, then will start setting goals, donor by donor, which should allow them to set a baseline for 2023. Meghan should also be seeing data from similarly-sized food banks at the Advisory Council meeting in March and will share that data if useful.

The Committee reviewed the Board member orientation slide that outlines fundraising expectations for the Board and Committee members.

## 5. **2023 Committee Goals**

The Committee reviewed the proposed list of 2023 Development Committee goals and objectives. It was suggested that each committee member could be given a “menu” of action items based on the bullet points outlined, with enough commitment made to each objective based on internal metrics. Natasha and Meghan will determine metrics. Once a reasonable number is decided for each bullet point, they can then be split out among committee members. Jamie Kaffenbarger volunteered to send out a survey to Committee members. Meghan and Natasha will develop the process for the Committee first and then roll it out to the full board.

## 6. **Circle to Feed Hope Name Wall**

The Circle to Feed Hope Name Wall was discussed. In the past, a tv monitor in the Food Bank lobby has displayed donors of \$1K or more over a fiscal year. Names haven't been displayed now for over a year. In that time, no donor has asked or brought it up. The group agreed that it is okay to remove that list of names and move efforts to other possible means of recognition. Hosting small in-person events was discussed, though they can be labor intensive for staff. When people come into the Food Bank for tours recognize a name of someone, it might make them give money themselves. Meghan will discuss this more internally and loop back with the Committee.

## 7. **2023 Board Solicitation Process**

Meghan shared the proposed 2023 Board member solicitation process. Board giving, and giving early, sends a signal to the Food Bank's community of donors. The goal would be to have full board participation, whatever the dollar amount, by Q1. It was agreed that the expectation for committee members should be the same as for board members. Two board members did not give in 2022 (Jessica Renner resigned from the board). Get the commitment in Q1 so they can be tracked down over the following 9 months. Everyone supported the process laid out by Meghan. Minor wordsmithing was suggested.

## 8. **Action Items Review & Member Report Out**

John: Spent time organizing Leader of the Pack event, defrayed cost of refreshments

Amanda: Made a donation to the Schuyler Food Pantry

Alison: Spreads the word about the Food Bank, made some phone calls over the summer, also got the Food Bank included in an Elmira College career opportunities event

Connie: CCC's Red Baron Society award this year given to the Food Bank and the Mobile Food Drive. Mark Lisi was remembered by all.

Meghan: Participation at the ground level

Anis: Signed up for the Leader of the Pack event

Jaime: Will volunteer at the Leader of the Pack event, will update his LinkedIn profile

Krista: Reached out to the president of Arnot Hospital to have a strategic meeting to increase donations/fundraising within the hospital.

Joe: He's talked with people, started going to real events again, encouraging people to up their donations.

**Next meeting dates:** May 5<sup>th</sup>  
September 8<sup>th</sup>  
November 15<sup>th</sup>

**Adjourn** – Motion to adjourn by Krista Niles-Updyke, seconded by Anis Fadul, meeting adjourned at 9:41 am.

Action Items	Responsible	Due Date
Add “80% participation in the committees” bullet point	Meghan	
Work on wording of the bullet list	John & Meghan	
Work on fundraising participation metrics	Natasha & Meghan	
Review Meghan/Natasha’s participation metrics, then send to committee	John & Anis	Feb 15th
Send out a survey to the committee based on metrics	Jaime	
Meghan will report back to Committee about Circle to Feed Hope after more internal discussion		May 5th

Minutes respectfully submitted,

Kate Paterson  
*Executive Assistant to the President/CEO*



# Development Committee

## Q1 2023 Dashboards – Dollars, Donors, Engagement



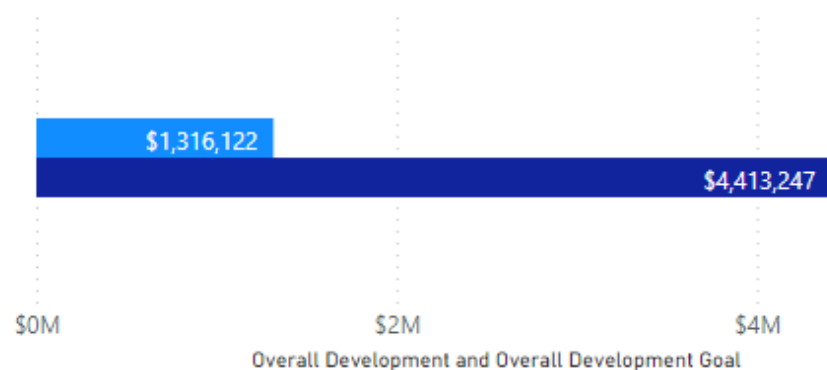
*Meghan Parsons, CDO*

# Dollars

## Revenue 30% to budget goal as of 5/1

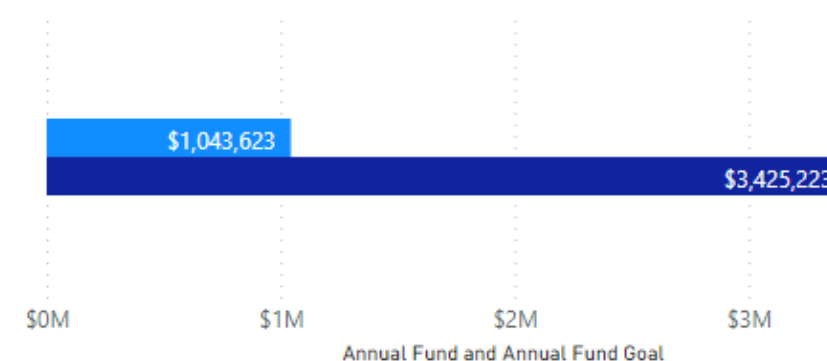
### Overall Development

● Overall Development ● Overall Development Goal



### Annual Fund

● Annual Fund ● Annual Fund Goal



### 2023 Planned Solicitations Progress

Fundraiser Name	Number Planned Asks	FY Amt Expected	New gifts and commitments to date
Katherine R. Strawser	10	\$252,500.00	\$30,000.00
Nancy Webster	8	\$304,500.00	\$10,000.00
Mary Jane Bray	6	\$197,000.00	\$7,502.00
<b>Total</b>	<b>24</b>	<b>\$754,000.00</b>	<b>\$47,502.00</b>

### Annual Fund Giving by Gift Level

Year	2023				
	Gift Amount Range	FY # Donor Goal	FY Total Giving Goal	# Donors	Average Gift
\$100,000+	1	\$100,000	1	\$24,450	\$24,450
\$75,000+	2	\$75,000	0	\$0	\$0
\$50,000+	2	\$58,653	3	\$55,000	\$165,000
\$25,000+	6	\$164,030	2	\$23,160	\$46,319
\$12,000+	10	\$125,248	8	\$16,189	\$129,511
\$5,000+	76	\$499,275	12	\$6,299	\$75,587
\$2,500+	100	\$313,012	16	\$3,345	\$53,522
\$1,000+	500	\$727,650	96	\$1,402	\$134,584
\$500+	0	\$377,610	127	\$568	\$72,149
\$250+	0	\$364,800	290	\$330	\$95,636
\$100+	0	\$432,480	1,184	\$134	\$158,393
\$50+	0	\$124,785	910	\$59	\$53,536
\$35+	0	\$17,100	331	\$39	\$13,070
\$25+	0	\$30,550	462	\$26	\$12,038
\$01+	0	\$15,030	642	\$15	\$9,828
<b>Total</b>	<b>697</b>	<b>\$3,425,223</b>	<b>4,084</b>	<b>\$256</b>	<b>\$1,043,623</b>

### Number of Actions with Donors

BY ACTION FUNDRAISER, TYPE

Action Fundraiser	Visit Request	Action	Move	Solicitation	Stewardship - TY Call	Total
Katherine R. Strawser	18	118	7	13	2	158
Mary Jane Bray	168	198	38	7	153	564
Meghan Parsons		4				4
Nancy Webster	19	197	20	9	20	265
<b>Total</b>	<b>205</b>	<b>517</b>	<b>65</b>	<b>29</b>	<b>175</b>	<b>991</b>

### Number of Actions with Donors

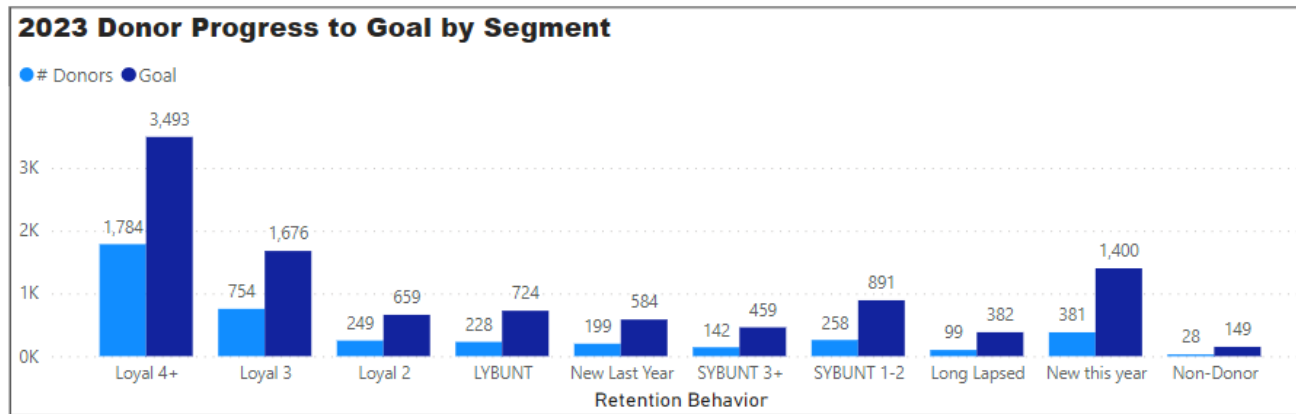
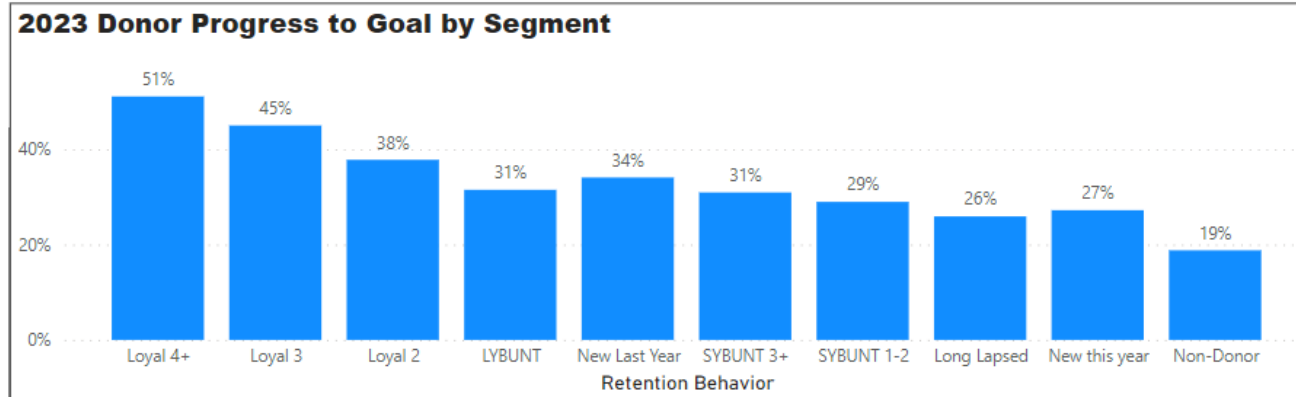
BY ACTION FUNDRAISER, CATEGORY

Action Fundraiser	Meeting	Phone call	Email	Mailing	Task/Other	Total
Mary Jane Bray	42	186	254	81	2	565
Nancy Webster	11	15	190	8	41	265
Katherine R. Strawser	21	8	125	2	2	158
Meghan Parsons			4			4
<b>Total</b>	<b>74</b>	<b>209</b>	<b>573</b>	<b>91</b>	<b>45</b>	<b>992</b>

All data as of May 1, 2023

# Donors

## Donor retention strong; Board giving needs attention



All data as of May 1, 2023

Board/Non Board	Number Members	Participation Goal	Goal Amt	Giving Hard and Soft credit	% Amt to Goal	Number Donors	% Num Donors to Goal
Board	16	100%	\$50,000	\$33,857.15	67.7%	9	56.3%
Non-Board Committee	13	100%	\$25,000	\$3,750	15.0%	4	30.8%
<b>Total</b>	<b>29</b>		<b>\$75,000</b>	<b>\$37,607.15</b>	<b>50.1%</b>	<b>13</b>	<b>44.8%</b>

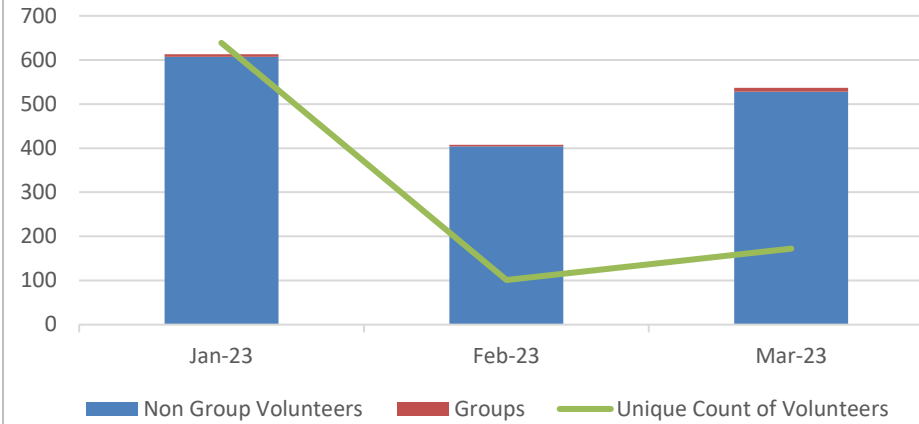
Board/Committee "Goal Amt" are placeholders, not set by Dev. Comm.

# Engagement

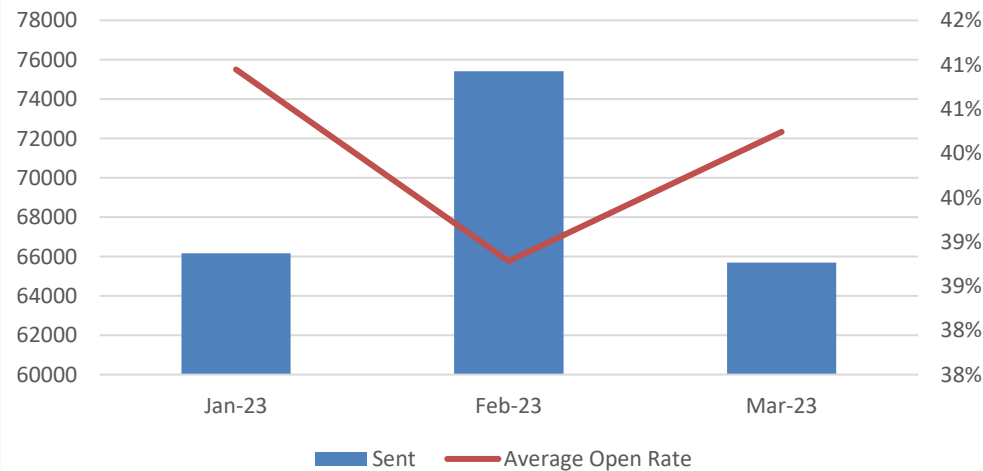
## New Digital Communications Manager starts 6/5



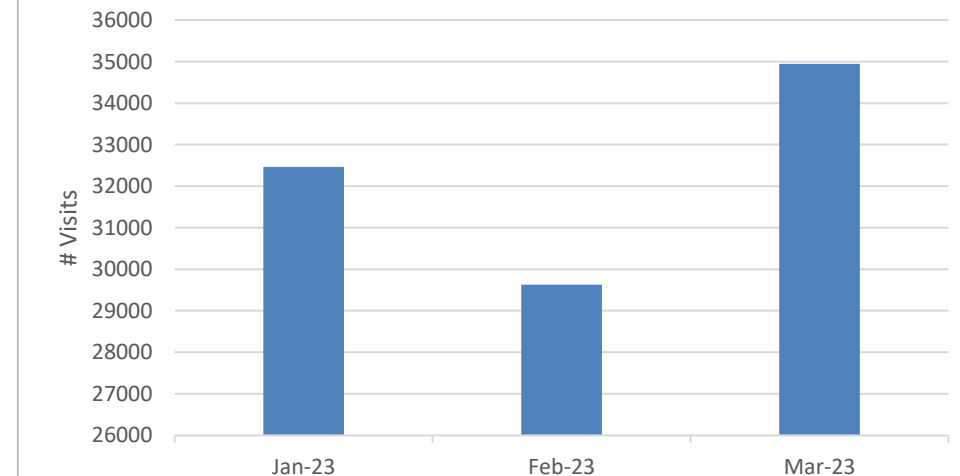
### Regular & Group Volunteers with Unique Volunteers Overlay by Month



### Emails Sent & Opened by Month



### Monthly Visits to Website





# 2023 Development Committee goals/objectives

	Metric	Target	Status
Help staff reach \$4,413,247 budgeted revenue goal	\$ raised	\$4.4M	\$1.3M
100% Development Committee participation in giving – Q1	% participation	100%	75%
100% BOD participation in giving – Q1	% participation	100%	56%
Support/attend Corning Leader of the Pack event – March 9	# of Comm attendees	3	3
Support/attend Corporate Partner Leader of the Pack event – September	# of Comm attendees	3	0
Make thank you phone calls to potential Circle to Feed Hope donors	# of calls made	30	0
Introductions of people you know	# of new people	15	0
Attend donor meetings	# of meetings attended by Comm	10	0

**FOOD BANK OF THE SOUTHERN TIER**  
**Board Member Solicitation Process**

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**POLICY:** Board Commitment

**NUMBER:**

**EFFECTIVE DATE:**

**REVISED DATE:**

**AFFECTED EMPLOYEES:**

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Food Bank of the Southern Tier (hereinafter referred to as “FBST”) is a regional agency of Catholic Charities of the Diocese of Rochester, a not-for-profit corporation organized under the laws of the State of New York. To demonstrate commitment to our mission and to reach our fund-raising goal, board members agree that they must first make a gift themselves.

**Purpose of Policy**

This policy is intended to ensure that every board member supports FBST with an annual donation in an amount that is meaningful to them. Board participation goals will be set as part of the annual budget approval process. Monthly financial reports will include an update on board participation. All prospective board members will be given a copy of this policy. It will be included in our board manual and reviewed by the board on an annual basis.

**Process Steps**

1. Chief Development Officer (CDO) and Major Giving Officer (MGO) internally set individual giving goals for every member of the Board of Directors (BOD) in late January after the pervious FY has been reconciled based on the level of donation from the previous FY.
2. Development Committee Chair (DCC) makes ask to all Committee members at their January meetings. DCC follows up the ask with individual emails to each Committee member.
3. DCC makes an ask to the BOD and shares process at the February board meeting. DCC follows up with individual emails to each Board member.
4. CDO and MGO schedules meetings with each member of the BOD to discuss their personal philanthropic goal in regard to FBST for the year and solicit a gift in the amount that has been internally set beforehand.
5. CDO prepares and sends regular report to Board Chair and the DCC until 100% participation is achieved.
6. Board Chair and DCC follow up with Board and Committee members via email or in person in March until 100% participation is achieved.
7. Board and Committee members are notified and thanked once 100% participation is achieved.
8. Pledge reminders are prepared and sent by the Annual Fund Coordinator (AFC) per agreement with Board or Committee member.

## **Expectations**

The goal of this policy is to achieve 100% annual giving from all FBST Board and Committee members. This is important and beneficial to the financial health and reputation of the organization.

1. Funders request documentation confirming the participation rates of Board members.
2. Donors are more confident supporting the organization when they know it has the support of its Board and Committee members.
3. Board and Committee members are expected to make a monetary gift to the FBST in an amount that is “meaningful to them.”
4. Board and Committee members should commit to a gift by the end of Q1 and said gift should be satisfied before the close of Q4.

The above process should be executed by the committee chairs of all FBST’s standing committees:

1. Corporate Governance and Nomination
2. Finance Committee



Mary Jane Bray  
Major Giving Officer

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# Planned Giving Update



# TIMELINE

## Q1 2023

- Internal Processes
- Recording Gift Intent
- Realized Gifts
- Coding Leads

## Q2 2023

- Internal gift intent documents
- Donor facing gift intent document
- FBST website landing page finalized

## Q3 2023

- Soft launch of lead generation material
- Info on buck slips/Harvester

## Q1 2024

- Targeted mailing-lead generation



# What's in a Name

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The Nellie Monroe Society

Nellie's Pantry

The Bounty

Cornucopia Society

The Last Supper



**FOOD BANK OF THE SOUTHERN TIER  
GIFT ACCEPTANCE POLICY**

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**POLICY:** Gift Acceptance

**NUMBER:** 1

**EFFECTIVE DATE:** September 15, 2006

**REVISED DATE:** July 11, 2019

**AFFECTED EMPLOYEES:** All Employees

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The Food Bank of the Southern Tier (hereinafter referred to as “FBST”) is a regional agency of Catholic Charities of the Diocese of Rochester, a not-for-profit corporation organized under the laws of the State of New York. FBST accepts gifts for charitable purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code as recognized by the Internal Revenue Service of the United States of America. FBST solicits gifts for its charitable purposes that help fulfill its mission. FBST solicits such donations under the tax identification number: 22-2580142. This document states the policies of the FBST as related to the acceptance of gifts it is offered.

**Purpose of Policy**

FBST staff and volunteers solicit current and deferred gifts from individuals, small businesses, civic groups, corporations and foundations to support current operations and to secure the future growth and mission of FBST. The provisions set forth in this policy shall apply to all gifts received by FBST for any of its programs and services. The purposes served by the policy are to:

1. facilitate compliance by FBST with tax and other laws which pertain to charitable organizations;
2. prevent the acceptance by FBST of gifts which could result either in conflict with the mission or governing documents of FBST, incurring unacceptable liability or risk; and
3. provide the basis for good communications with prospective donors.

**Types of Gifts Accepted**

No gift shall be accepted where there is no charitable intent on the part of the donor. The following gifts are acceptable by FBST without prior written approval:

**I. CASH AND SECURITIES**

**A. Cash**

All gifts made by **check, cash, credit card, cashier’s check, money order, electronic funds transfer, or any other form that constitutes legal tender** will be accepted by FBST, regardless of the amount.

**All forms of payment shall be made payable to the “Food Bank of the Southern Tier.”** Under no circumstances should a check be made payable to an individual who represents FBST. If such occasion arises where a donation is received in the form of a check that is written to a representative of FBST, the individual should immediately endorse the check to the Food Bank of the Southern Tier. The check shall then be delivered to Business Services for deposit into the FBST’s account.

Business Services will provide the gift information to Development & Community Engagement for entry to the fundraising database (Raiser's Edge).

Because FBST operates as a regional agency of Catholic Charities, payments may be received via Catholic Charities and subsequently credited to FBST via internal financial controls. Catholic Charities must report accepted gifts to FBST to assure proper recording in Raiser's Edge.

### **B. Publicly Traded Securities**

Readily marketable securities, such as those traded on a stock exchange, can be accepted by FBST. Gifts of securities may be made by electronic funds transfers, or made by stock certificate, via the finance office at Catholic Charities. Stock certificates should be duly endorsed or accompanied by a stock power; and in each circumstance accompanied by an appropriate signature guarantee.

It is the policy of FBST and Catholic Charities that all readily marketable securities be sold immediately upon receipt. For FBST's internal crediting and accounting purposes, the value of the securities is the average of the high and low on the effective date of the transfer to FBST. Proceeds of sale should also be noted in the donor's record.

For gift acknowledgement purposes, it is recommended that FBST acknowledge the number of shares received and the date of the transfer. The acknowledgement letter also states the median value of the gift on the day of the transfer.

### **C. Closely Held Securities**

Non-publicly traded securities including membership interests in limited liability companies or partnership interests may be accepted after consultation with the Executive Committee and FBST general counsel.

Prior to accepting such securities, FBST shall explore methods of liquidation for the securities through redemption or sale to determine:

1. an estimate of fair market value
2. any restrictions on transfer

For purposes of gift acknowledgement, FBST should state the number of shares received and the date received. No stated dollar value will be included on the acknowledgment letter.

## **II. FOOD DONATIONS**

FBST shall accept all food donations as long as they meet the criteria of FBST's mission and will benefit those served through hunger-relief efforts. Sources of food donations that will be accepted include those received through Feeding America, food drives, individual donations, and direct corporate, food distributor, farmer, or grocer source.

For gift accounting purposes, food donations will be receipted by the number of pounds received if generated by a food drive or requested by an individual donor. Food donations will be entered into Raiser's Edge as an in-kind donation with a one dollar (\$1.00) value. The gift



acknowledgement letter informs the donor that food was received as a gift. As per IRS regulations, the donor is responsible for valuing the gift.

FBST reserves the right to reject any food donations determined to be in unacceptable condition for distribution to clients, or that may cause harm if consumed. FBST reserves the right to dispose of any accepted food donations that are at a later time determined not safe or of poor quality and should not be distributed to clients.

### III. GOODS AND SERVICES

#### A. Gifts In-Kind

Gifts in-kind are tangible gifts other than cash, marketable/private held securities or real property. Gifts in-kind will be recorded in Raiser's Edge as one dollar (\$1.00) and acknowledged without a stated value. As per IRS regulations, the donor is responsible for valuing the gift.

#### B. Gifts of Services

Gifts of services are contributions of actual billable service directly related to the business or profession of the provider. Gifts of services will be recorded in Raiser's Edge as one dollar (\$1.00) and acknowledged without a stated value. Evidence of a gift of service will be an invoice or canceled invoice stating the date, type of service rendered, quantity cost, total cost and amount contributed or forgiven. Written acknowledgments will contain a description of the service(s) received with no stated value.

### IV. REAL ESTATE AND PROPERTY GIFTS

#### A. Real Estate and Real Property

Gifts of real estate and real property will be accepted at the discretion of the FBST after a review of all relevant factors, including, but not limited to, the resale potential of the property and any environmental concerns or hazards. Because of the complexities and issues involved with real property gifts, they must be carefully considered and, therefore, the FBST has adopted a set of procedures to be followed (see **Appendix A**) and must be approved by the President and CEO, and the Finance Committee with consultation with legal counsel before acceptance.

In general, residential real estate located outside the continental United States will not be accepted as a gift. The Finance Committee or its designee may make exceptions to this policy if conditions warrant.

Real estate shall not be accepted to fund a charitable gift annuity under the laws of New York State. Special attention shall be given to the receipt of real estate encumbered by a mortgage, as the ownership of such property may give rise to unrelated business income for the FBST and disqualification of certain split interest gifts unless handled in a proper manner.

The donor is responsible for obtaining a proper appraisal of the property satisfactory to the FBST's counsel. The cost of the appraisal is the responsibility of the donor. Prior to acceptance of a gift of real estate, a qualified member of the FBST must make a visual inspection of the property. If the property is located in a geographically isolated area, a local real estate broker can substitute

for a member of the staff in conducting a visual inspection. FBST will request a copy of any broker's license and confirm with the broker's state of issuance that they are a broker in good standing.

Due to the expenses associated with gifts of real estate, the FBST reserves the right to establish a minimum value it will accept for real estate gifts. If the FBST deems it necessary to establish a minimum value, this Gift Acceptance Policy will be amended to reflect this change in policy. Appraisals will be required for all gifts of real property valued in excess of \$5,000. The donor must complete Section B of Form 8283 and file it with his or her federal income tax return. If a Form 8283 is required, a Form 8282 will be filed by the FBST if the property is sold within two years of receipt.

For the FBST to consider a gift of real property, the donor must provide the following documents:

1. Most current real estate tax bills
2. Current property survey
3. Current owner's title policy or title commitment
4. Current deed transfer
5. Substantiation of zoning status, where applicable
6. Letter of intent

Depending upon the value and desirability of the gift, the donor's connection with the FBST, and the donor's past gift record, the donor may be asked to pay for all or a portion of the following prior to FBST's acceptance:

1. Cost of environmental remediation
2. Maintenance costs
3. Real estate taxes
4. Insurance
5. Title insurance premiums
6. Survey costs
7. Real estate broker's commission and other costs of sale
8. Appraisal costs

In the event the FBST accepts a gift of real estate, for the FBST's internal gift crediting and accounting purposes, the value of the gift will be the appraised value of the real estate on the date it is transferred to the FBST, less the amount of any outstanding encumbrances on the property. The FBST will authorize acceptance of any gift in writing to the donor. A signed agreement should be provided to the donor detailing FBST's requirements and expectations for receiving said gift. The donor should have the signed agreement notarized and return to FBST.

## **B. Tangible Personal Property Gifts**

Gifts of tangible personal property will be accepted at the discretion of the FBST after a review of all relevant factors, including, but not limited to,

1. Does the property advance the mission of FBST?
2. Is the property marketable or can it be used by FBST or one of its agency partners?

3. Are there any undue restrictions on the use, display, or sale of the property?
4. Are there any carrying costs for the property?

If an FBST representative has concerns that a potential gift of property may have been illegally obtained he/she should bring this to the immediate attention of the president and chief executive officer, who may request proof of ownership prior to accepting the gift of property.

### C. Gifts of Oil, Gas and Mineral Interests

FBST may accept gifts of oil, gas and mineral interests. Such gifts will be recorded in Raiser's Edge at one dollar (\$1.00) and acknowledged without a stated value. Prior to acceptance, such proposed gifts should be reviewed by FBST's general counsel to determine whether or not FBST could be exposed to any future environmental or reclamation liability and the interest is expected to generate a reasonable return in royalties or other income.

## V. PLANNED GIFTS

Gifts of bequests, trusts, annuities and life estate contracts valued at less than \$25,000 shall become part of FBST's unrestricted operating account unless the donor(s) stipulates otherwise in the written instrument that creates such gifts. Gifts of bequests, trusts, annuities and life estate contracts valued at \$25,000 or greater shall become part of the FBST operating reserves unless the donor(s) stipulates otherwise in the written instrument that creates such gifts.

### A. Bequests

Assets transferred through bequests that have immediate value to FBST or can be readily liquidated shall be encouraged by FBST representatives. Gifts that appear to require more cost than benefit shall be discouraged or rejected. Donors who wish to make bequests should be advised that such bequests should be directed to "The Catholic Charities Food Bank of the Southern Tier." When a valuation of the gift is provided, the donor, if they are above the age of 65 at the time of documentation, will be recognized as a planned giving donor for the contribution.

### B. Retirement Plan Beneficiary Designations

Donors shall be encouraged to name FBST as beneficiary of their retirement plans. When a valuation of the gift is provided, the donor, if they are above the age of 65 at the time of documentation, will be recognized as a planned giving donor for the contribution. ~~Such designations will not be recorded as gifts by FBST until such times as the gift is irrevocable.~~ When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

**Commented [MG1]:** You've changed this policy... So this should be adjusted.

### C. Life Insurance

FBST will accept gifts of life insurance policies whereby FBST is named beneficiary. Should a donor specifically purchase a life insurance policy as part of a planned giving option of support and intends to deduct the insurance premiums on income taxes, then FBST should be named irrevocable owner and beneficiary of 100% of the policy. If the policy is a paid-up policy, the value of the gift for FBST for crediting and accounting purposes is the policy's replacement cost. If the policy is partially paid up, the value of the gift for FBST gift crediting and accounting purposes is the policy's cash surrender value.

If the donor contributes future premium payments, FBST will include the entire amount of the additional premium payments as a gift in the year that it is made. If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, FBST may:

1. continue to pay the premiums
2. convert the policy to paid-up insurance; or
3. surrender the policy for its current value.

## VI. RESTRICTED GIFTS

FBST recognizes that donors may prefer, on occasion, to make gifts with restrictions that limit their use to special interests of the donor. FBST will accept and administer such restricted gifts as specified by the donor, provided the purposes for which the gifts are made is in accordance with the programs and services of the organization, and the gift(s) does not make it necessary for FBST to alter its program to comply with the stipulations of the donors.

**Gifts for partner agencies:** From time to time, a donor makes a gift to FBST and designates it for a specific hunger-relief partner agency of FBST. These funds will be accepted and set up as a line of credit for the designated agency. Out of respect for donors' wishes, all gifts regardless of size, designated for a particular hunger-relief partner agency will be accepted and administered through the proper channels. There is never a minimum gift level for a restricted cash gift.

**General designations:** Occasionally, FBST may receive gifts designated for a county or geographic region in FBST's six-county service area. Unless designated by the donor, these gifts will be accepted and received into FBST's general operating account and will be used to provide food acquisition and distribution, and program services to the designated area.

**Grants:** FBST shall accept restricted grant awards so long as such grants further the mission of the organization.

**Honor and Memorial Gifts:** FBST shall accept cash gifts made in honor of, or in memory of, a particular person or persons. Honor and memorial gifts will be considered unrestricted funds, unless the donor specifies otherwise.

**Named Gift Opportunities:** FBST may make available named gift opportunities in which a particular fund, program or project could be named in recognition and appreciation of the donor, or in honor of a person or entity of the donor's choosing or in memory of a loved one. The president and chief executive officer, in conjunction with the board of directors, shall make final decisions about all aspects of these named gift situations. -An asset can be de-named only by authority of the board of directors on the recommendation of the CEO and Chief Advancement Officer in one of only two circumstances:

- Where events or information available subsequent to the approval of the designation mean that identification with the designation constitutes a significant and continuing challenge to FBST's reputation, or where the name is in opposition to the current mission and values of the organization; or

- Where a donor has failed to meet the pledge commitments as outlined in the pledge agreement and there is no mutually satisfactory agreement to revised pledge terms.

In the unlikely event that the Board determines in its reasonable and good faith opinion that circumstances have changed such that the naming chosen by the donor would adversely affect the reputation, image, mission or integrity of FBST, the Board may approve the removal of the name. Upon any such termination of a name, FBST shall have no further obligation or liability to the donor and shall not be required to return any portion of the gift. The Board may, in its sole discretion, determine an alternative recognition for the gift.

**Matching Gifts:** Whenever possible, donors will be encouraged to take advantage of corporate or foundation matching gift programs. Unless otherwise directed by the donor, corporation or foundation income from matching gifts will be designed for the same purpose as the original gift of the individual donor.

The corporate or foundation matching gift donor will receive credit and appropriate named gift recognition (or, as appropriate, will be categorized in the appropriate donor recognition level). The matching gift will not be credited to an individual or family gift, to increase recognition or naming opportunities. Exceptions may be made when the matching gift donor corporation or foundation expressly requests that their recognition value be given to the original donor. FBST may provide a “soft credit” to the individual donor.

**Soft Credits:** Soft credits can be used where deemed appropriate. For example, if an individual works for a corporation and helps secure a corporate donation, that individual may receive a “soft credit” for the amount of the gift.

**Pledges:** ~~No verbal pledges will be recognized as having been made.~~ FBST must have a signed pledge or letter of intent before a pledge is recorded. No verbal pledges will be recognized. –The pledge payment period for gifts will be up to five years. Exceptions must be approved by the board of directors.

Permanent donor recognition will be based upon the full payment of pledge commitments within a three year period (five years if the gift includes funds designated for any future purpose ).

**VII. GIFTS NOT ACCEPTED**

Currently, it is FBST policy not to accept any form of Cryptocurrency.

**VIII. PRIVACY AND CONFIDENTIALITY**

Members of FBST’s board of directors and development staff may have access to information about donors and prospective donors that is, or may be, of personal and confidential nature, including financial information. FBST wishes to protect the privacy and trust of its benefactors, friends, donors, and prospective donors.

Discussions concerning donors and prospective donors are considered to be private and strictly confidential. Information concerning financial capability, past giving, giving patterns, specific

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Commented [MG2]: *Cryptocurrencies: [This is an optional section to consider whether or not you want to accept virtual currency and include it in here. For consideration, see Bitcoin basics for NFPs: Accepting and valuing crypto asset gifts / Resources / AICPA]*

The IRS treats virtual currency as non-cash property. Accordingly, for related IRS compliance, the nonprofit must file IRS Form 8282 if the virtual currency is worth at least \$5,000 and is sold, exchanged, or otherwise disposed of within three years of receipt. Additionally, the nonprofit will need to sign the donor’s IRS Form 8283, acknowledging receipt of the charitable deduction property, if the donor is claiming a deduction of more than \$5,000. For more information regarding IRS requirements related to virtual currency transactions, please [see here](#).

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gifts, and personal disclosures about giving interests are considered private and strictly confidential. All discussions, documents and reports of gifts shall be marked and kept confidential, and the use of information shall be limited to purposes related to the business and affairs of FBST.

Board members, FBST employees and volunteers should not use donor cultivation and solicitation activities to develop their own businesses or to make a solicitation on behalf of another business, organization, or enterprise.

All donor information should be properly secured. Paper copies of donor records and prospect files should be kept in locked filing cabinets. Donor management software shall have restricted access and will be made available to the Development & Community Engagement staff, the appropriate Business Services staff, and the President & CEO.

**Volunteer access to donor information:** Generally, volunteers should not be used to complete gift entry. However, if such utilization of volunteers becomes necessary to maintain gift acknowledgment goals whereby a volunteer may have access to privileged information, the volunteer will be required to read and sign a confidentiality statement prior to such access.

**Anonymity:** Donors who wish to give their gift(s) anonymously will be given this option. Anonymous gifts will be reflected in all published lists and other forms of donor recognition as “anonymous gift.” If more than one anonymous gift designation exists within the reporting period for any published lists, the gifts should be listed as “anonymous gifts (#).” # refers to the number of anonymous gifts received during that time period.

The identity of anonymous donors and their contributions shall be made known only to the president and chief executive officer, chairperson of the board, other designated board members, and development staff as needed.

## **IXVIII. ETHICS**

### **A. Conflict of Interest**

FBST urges all donors to seek the advice of their own legal counsel and/or financial advisors in matters relating to their gifts, the tax and estate planning consequences of such gifts, and any reporting requirements attached to gifts. No FBST personnel are authorized to make any representations or to furnish any assurances or advice to donors relative to the tax consequences of a gift.

### **B. Bequests and Trusts**

FBST shall not act as an executor for a donor’s estate nor shall it act as a trustee for any trust other than, in an appropriate circumstance such as a charitable remainder trust, when FBST is the sole remainder beneficiary.

### **C. Year End Gift Receipting**

For a donor’s tax purposes, any gifts received after the end of the calendar year must be postmarked by December 31 to be considered as received for that year.

## **IX. USE OF LEGAL COUNSEL**

FBST shall seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for proposed transactions involved:

1. transfer of interests in closely-held entities
2. gifts of proposed real estate
3. proposed transfers under which FBST will be named as a Trustee
4. gifts involving contracts, such as bargain sales or other documents requiring FBST to assume an obligation. This does not refer to general grant contracts which are reviewed by the FBST grants manager, and president and chief executive officer.
5. transactions involving a potential conflict of interest that may invoke IRS sanctions
6. other instances in which use of counsel is deemed appropriate by the president and chief executive officer and/or the board of directors.

## **XI. CHANGES TO GIFT ACCEPTANCE POLICY**

The FBST Gift Acceptance Policy has been reviewed and approved by the board of directors. This policy may be amended only by action of the board of directors. Responsibility for the administration of this policy lies with the president and chief executive officer.

## APPENDIX A

### FOOD BANK OF THE SOUTHERN TIER POLICY AND PROCEDURE FOR POTENTIAL GIFTS OF REAL ESTATE

#### 1. AUTHORITY TO NEGOTIATE

The President and CEO of the Food Bank of the Southern Tier (FBST) will have the overall authority to handle inquiries, negotiate with donors, assemble documentation, retain appraisers, surveyors, realtors and other technical consultants, and prepare agreements on behalf of the Diocese. However, the Finance Committee of the FBST or its designee must formally accept any gift of real estate prior to its transfer.

#### II. EVALUATION OF POTENTIAL GIFTS

**A. Property and Report Form:** Upon initial inquiry, potential donors will be asked to complete a property inquiry form and return it to the FBST with appropriate maps and documentation. (A sample is included as Appendix B.)

**B. Liens, Mortgages and Encumbrances:** Property which is subject to liens, unpaid mortgages, deeds of trust, judgment liens, unpaid taxes or assessments, mechanics' liens or other encumbrances will be accepted only in exceptional circumstances and upon advice from the FBST legal counsel. If accepted, property, which is subject to encumbrances, will be evaluated as a "bargain sale" (a bargain sale is an arrangement whereby a donor offers property to the FBST for an amount less than its current fair market value.) Properties subject to encumbrances will be considered for acceptance only if evaluation convincingly demonstrates that the property can be sold at a price that exceeds the aggregate amount of the encumbrances and any costs associated with satisfying them.

**C. Field Evaluation:** If initial information indicates that an offer is serious and if the property seems potentially profitable, a member of the FBST staff or an authorized representative will visit the property. A representative may be a local realtor or person as the CEO may deem appropriate. The purpose of the visit will be to determine the nature and type of the property and to identify any potential problems not evident from initially supplied information that would prevent the FBST's sale of the property.

**D. Market Evaluation:** Whenever practicable, arrangement will be made to have a realtor analyze the property to evaluate the existence of a market for such property. The CEO may at his/her option, request that the donor provide such an evaluation from a realtor acceptable to the CEO.

**E. Expense Budget:** The FBST staff will prepare for the Finance Committee a budget outlining all the projected expense associated with the acceptance of any proposed real estate gift.



### **III. RESPONSIBILITIES OF THE DONOR**

A. The donor will be responsible for obtaining a qualified appraisal complying with IRS regulations for the purpose of establishing the value of the gift for federal income tax purposes, including the preparation of Form 8283 (“Noncash Charitable Contributions”). See Treas. Reg. 1.170A-13(a).

B. For nonresidential property, the donor must obtain, typically at the donor’s expense, an environmental audit satisfactory to the FBST. No property will be accepted if there is a likelihood of any liability that could attach to the FBST as a result of its taking title to the property.

C. The donor must furnish the FBST with evidence of title that shows that title to the property is free and clear except for current real estate taxes and restrictions of record that would not create any economic burden to the FBST.

D. It is the donor’s responsibility to prepare the deed and other instruments that are necessary to transfer the property to the FBST. All related transfer documents must be reviewed by the FBST legal counsel prior to acceptance.

E. Prior to acceptance of the property, the FBST and the donor must agree in writing on arrangements for paying expenses associated with the property, such as commissions, real estate taxes, utilities, insurance and maintenance costs. Generally, the FBST will not advance funds for the payment of such expenses.

F. Donors will be encouraged to discuss contemplated bequests of real estate before finalizing their wills. Property that is bequeathed to the FBST will be evaluated in accordance with this Policy and Procedure like all other gifts of real property.

### **IV. PROCEDURE FOR ACCEPTING REAL ESTATE**

A. After the requirements of this Policy and Procedure have been satisfied, only the Finance Committee or its designee will have the authority to accept a gift of real property.

B. The CEO may refuse any offered gift of real property that is judged not to be in the best interests of the FBST.

C. Prior to or upon transfer of title to the FBST, the donor and the FBST will sign an agreement (approved by legal counsel) stating the terms of the gift, which shall specify that there are no restrictions on the FBST’s right to use or convey the property.

D. Prior to agreeing to accept the gift of real estate, the FBST will obtain title certification. At the time of acceptance, the FBST will obtain title insurance in an amount equal to the appraised value of the property. When deemed appropriate, the FBST may accept written indemnification by the donor in lieu of title insurance.

E. The FBST will not seek exemption from real estate taxes for donated real estate, unless the property is put to use furthering the FBST's charitable purposes and mission.

**V. MARKETING AND SALE OF REAL ESTATE**

A. After accepting a real estate gift, arrangements will be made to sell the property through a qualified real estate professional.

B. While it anticipated that in most circumstances the sale price will equal or exceed the appraised value of the property, the terms of the sale will take into account current market conditions, availability of financing and other factors. Any offer that is below seventy percent (70%) of the appraised value must be approved by the Finance Committee or its designee.

C. In the case of a sale within two years of the date of the gift, the FBST will report the actual sales proceeds to the IRS on Form 8283 ("Donor Information Return.")

**VI. REAL ESTATE GIFTS BY BEQUEST**

A. Donors will be encouraged to discuss contemplated bequests of real property before finalizing their wills. Property that is bequeathed to the FBST will be evaluated like all other gifts.

B. Upon becoming aware that the FBST has been named to receive a gift under any will that has been admitted to probate or any trust arrangement, the CEO will contact the executor, trustee, or other legal representative of the estate, and determine if the FBST's gift consists of land or, if the FBST is a residuary beneficiary of the estate, whether the residue passing to the FBST will contain any land.

C. If the FBST will or may receive land in satisfaction of the gift, the CEO will ask the executor, trustee, or other legal representative to conduct an environmental study similar to the one that the FBST would require if it were to receive an inter-vivos gifts. If the executor, trustee, or other legal representative has not made the study and if it does not do so, the FBST should make its own study or decline to accept the gift.

**VII. WHAT FBST WILL NOT DO**

A. Except in extraordinary circumstances, the FBST will not pay for legal assistance, appraisals or other services on behalf of the donor.

B. The FBST will not establish or corroborate the value of any property for the purpose of substantiating the donor's income tax charitable deduction.

**VIII. FBST CHECKLIST OF DESIRED ITEMS IN CONNECTION WITH CONSIDERATION OF ACCEPTANCE OF REAL ESTATE DONATION**

1. Exact legal name of donor and federal identification number.
2. Description of property (copy of deed).
3. Description of any buildings or other structures located on the property.
4. Boundary survey of property with location of all structures, easements and encumbrances appearing on the face of the survey.
5. Information regarding existing zoning status.
6. Information on all ingress/egress for the property.
7. Description of prior use of the property.
8. Description of use of surrounding property, with specific disclosure of any storage tanks or potential environmental factors affecting the property.
9. Description of any contemplated or anticipated condemnations, right-of-ways or other actions by municipalities that may affect the subject property.
10. Phase I environmental report on the property, including environmental report on any structures located on the real estate, unless waived by counsel for a gift of residential property.
11. Evidence of title, such as title examination and report, title insurance commitment, or schedule describing any liens, encumbrances, or title matters affecting the property.
12. Copy of appraisal showing the fair market value of the property current within 60 days.
13. Disclosure of amount of existing real estate taxes, insurance premiums, and assessments attributable to the property.
14. Discussion with proposed donor regarding any special arrangements for donor's fund or other sources to address ongoing expense for taxes, insurance, assessments, maintenance, grass cutting, security, utilities, and similar items.