

Gift Acceptance Policy
and
Policies and Procedures on Charitable Gifts
To Benefit the
Army Nurse Corps Association, Inc.

Effective Date:10/26/2018

**Gift Acceptance Policy
for the
Army Nurse Corps Association, Inc.**

A. Introduction

The Army Nurse Corps Association, Inc. (hereafter referred to as “ANCA”) was created in 1977 and has been determined to be a tax-exempt public charity organization described in Section 501 (c)(19) of the Internal Revenue Service Code of 1986 (the “Code”).

ANCA’s charitable purposes include without limitation education; nursing scholarships; research support and dissemination; nursing certification support; general support to the Army Nurse Corps as requested to support their mission; and new initiatives and organizational development to support ANCA’s mission. The purpose of the Gift Acceptance Policy is to establish policies and procedures for the acceptance of gifts to ANCA.

ANCA has a Legacy Giving Program that allows gifts to be used for three separate funds or “as needed by the ANCA” per the instructions of the donor. The three funds currently established are: Research and Evidence Based Practice Fund; Scholarship and Education Fund; and New Initiatives Fund used for new initiatives and ongoing operations as needed.

The Legacy Giving Program is managed by the ANCA board based on recommendations from the Legacy Giving Program Committee under the direction of the Finance Committee. ANCA’s Board reserves the right to decline any gift based on the policy outlined in this document.

B. Outright Gifts

1. Gifts of Cash

Gifts by cash, checks, or credit card, regardless of the amount, are always appreciated.

All checks should be made payable to the Army Nurse Corps Association, Inc. and sent to:

8000 IH -10 West, Suite 600
San Antonio, Texas 78230-3887

Credit card gifts can be done through the mail or by using the on-line gift form on the ANCA website. <https://e-anca.org/Support/On-line-Contribution>.

ANCA will follow accepted Internal Revenue Service (“IRS”) guidelines in counting all contributions. Under no circumstances shall a check be made payable to an individual who

represents ANCA. Please refer to Section H, “Policies and Procedures” in the document relating to the treatment of specific gifts.

ANCA will provide donors with written acknowledgement of all gifts. The acknowledgment will contain the IRS-required information about the value of any *quid pro quo* benefits for gifts over \$75. If a benefit was received, the receipt will show the value of that benefit and the value of the gift will be reduced by the same amount to comply with IRS guidelines. If no benefit was received, the acknowledgement will contain a statement to that effect.

2. Gifts of Publicly Traded Securities

ANCA is pleased to accept securities traded on the New York and other recognized stock exchanges. Our objective is to make these transfers as simple as possible for the donor.

ANCA has a policy to sell stock as soon as possible based on the guidance of ANCA’s investment advisor.

There are three common ways for donors to make a stock donation to benefit ANCA:

a. *For Stocks Held in a Brokerage Account*

The donor should draft a letter to their representative at the firm holding the shares (with a copy to ANCA) requesting them to transfer a specific number of shares to:

Firm:

DTC #:

Acct. #:

FBO: Army Nurse Corps Association, Inc.

Advisor:

Telephone:

See Section H, *Policy and Procedures*, at Attachment A, for directions to transfer stock electronically to ANCA.

b. *For Stocks Held in Certificate Form*

The donor should contact ANCA Treasurer for instructions on how to transfer shares the donor holds in certificate form. ANCA Treasurer can provide the required Assignment Separate from Certificate (stock power) that is necessary to complete the transfer. The stock power must be signed in front of someone who can *guarantee* their signature (this can be done at a commercial bank, trust company or a stock brokerage office and is not the same thing as a notarized signature). The donor should not sign the back of the stock or bond certificate. The completed stock power and the certificate should be delivered to ANCA Treasurer. If the certificate is to be mailed, the stock power should be sent in one envelope and the unsigned certificate in another. It is suggested that the certificate be sent with a return receipt request so that the donor has confirmation that the certificate has been received by ANCA.

See Section H., *Policy and Procedure* Attachment B, for a sample of an Assignment Separate from Certificate for stocks and bonds.

c. *For Stocks That Are Reregistered to the ANCA*

For their convenience, donors sometimes wish to have shares issued to ANCA by a transfer agent. This service requires written authorization by the donor (signature guarantee may be required). The donor will need to supply the transfer agent with the correct legal name, address, and taxpayer identification number for ANCA. The required information is:

Army Nurse Corps Association, Inc.
800 IH-10 West, Suite 600
San Antonio, Texas 78230-3887
Taxpayer Identification Number: 74-1932584

It is the donor's responsibility to work with the transfer agent to have the shares re-issued. ANCA will issue a receipt for the gift only after the shares have been delivered to ANCA's Treasurer.

Receipting for publicly traded securities will be based on the high/low average for the shares on the date the gift was made. The effective date of the gift will depend on how the shares were delivered. For wire transfers, the effective date is the date that the shares leave the donor's account and cannot be recalled. For certificates, the effective date of the gift is the date of mailing or hand delivery to ANCA Treasurer. For shares re-issued by the transfer agent, the effective date of the gift is the date on which the new stock certificate in the name of Army Nurse Corps Association, Inc. was issued.

d. *Gifts of Mutual Fund Shares*

Gifts of mutual fund shares will be happily accepted. Donors should be aware that gifts from mutual funds generally take longer to accomplish than gifts of stocks or bonds. Each mutual fund has its own set of transfer instructions, and the donor will need to contact the mutual fund agent to determine their transfer requirements. Usually the procedure involves a letter of authorization from the donor (signature guarantee is often required) providing the legal name, address, and taxpayer identification number for ANCA. The donor must notify ANCA Treasurer of the gift so ANCA will know how to receipt the gift. For electronic transfers, please refer to the information in Attachment "A". For shares that will be reissued by the fund and held in account there, ANCA will need to authorize a new account at that fund. Please contact ANCA Treasurer.

ANCA will consider gifts of closely held stock on a case-by-case basis. Prior to acceptance, the Treasurer will explore methods of liquidation for the securities through redemption or sale. The ANCA may accept and hold stocks that pay a meaningful dividend when a quick sale is not possible or advisable. An ANCA representative will contact the stock issuer prior to accepting the gift to determine:

- An estimate of the current fair market value
- Any restrictions on the transfer of the shares

No commitment for repurchase of the shares shall be made prior to completion of the gift of securities.

Donors must secure and pay for an IRS-required appraisal if they desire a tax deduction for the gift. A tax receipt will be given to the donors only for the number of shares given and will not assign a specific dollar value to the shares.

3. Matching Gifts

Many businesses and corporations will match gifts up to a certain amount made to charitable organizations by their employees or retirees. Donors should check with their human resources department about the matching gift program at their current/former place of employment and find out what forms will be required. Many companies ask both the donor and the charity to complete a form with the details of the gift. Gifts received from a match will be credited to the donor's giving record and to the giving record of the matching company. The tax receipt for the matching gift will be issued only to the company.

4. Gifts of Real Property

Gifts of real property (home farm, vacation home, commercial real estate, etc.) will only be accepted by a majority vote of ANCA's Board of Directors upon the recommendation of Legacy Giving Program Committee, and an outside real estate expert. Under no circumstances will ANCA accept timeshares or cemetery lots as a donation.

ANCA will not accept real estate under the following circumstances:

- Highly specialized property with little or no resale potential, use or sufficient value
- Real estate with known contamination by hazardous or toxic materials
- Real estate containing environmental concerns of sensitive areas
- Real estate with limited or inadequate access
- Real estate of a controversial nature
- Real estate without a totally clear title

ANCA will be grateful for, but makes no promises to accept, gifts of real property until a review of the property, including a personal inspection, has been completed and the following information/documents provided to ANCA:

- Copy of the real estate deed
- Copy of the most current tax bill
- Copy of the plot plan and/or survey of the property
- Any easements, zoning limitations or restrictive covenants
- Information on any liens or outstanding mortgages on the property
- Copies of any leases or contracts relative to the use of the property
- Full disclosure of any environmental problems on the property (a level 1 and level 2 audit may be requested to insure the property is free of environmental hazards)
- Information on rental potential such as number of units, rents charged, who the property manager is, average number of units rented at any one time, etc.

In all instances, the donor is responsible for obtaining a fair market appraisal of the property. The donor is also responsible for the cost of the appraisal. ANCA may seek a separate appraisal of the value of the property if it so chooses. For gift crediting and accounting purposes, ANCA will use the appraised value of the real property.

5. Tangible Personal Property

ANCA is pleased to accept collections, art, equipment, etc. especially when a property has a use directly related to ANCA's mission. In all cases the Finance & Budget Committee will be contacted to determine the ANCA's interest in and the ability to accept and use the donated property. The IRS rules on the deductibility of tangible personal property are complicated and donors should be advised to contact their tax advisor prior to making the donation.

In all instances, the donor is responsible for obtaining a fair market appraisal of the property. The donor is also responsible for the cost of the appraisal. ANCA will provide a receipt to the donor for the specific property without reference to a specific dollar amount.

6. Other Property

ANCA encourages gifts-in-kind of goods and services used or desired by ANCA, such as printing services, food, use of venues for events and other items related to ANCA's mission.

ANCA will provide an individual donor with a receipt showing a description of the gifts-in-kind accepted by ANCA but will not reference a specific dollar value. It is the responsibility of the donor to substantiate the value of the gift for their tax return. If a business donates to ANCA their goods or services, ANCA will issue an acknowledgement/thank you letter for the goods/services and will credit the business with the estimated value of the goods/services but will not issue a tax receipt per current IRS guidelines on the donation of goods and services.

C. DEFERRED GIFTS

ANCA encourages the support of the mission of the organization through planned gifts that will mature at some point in the future. These types of gifts are an excellent way to insure a strong organization. Although ANCA lacks the manpower and resources to administer charitable trusts or charitable gift annuities, it has no objection to being named as a full or partial beneficiary of those types of deferred gifts.

1. Bequests Through Will or Living Trust

ANCA welcomes its inclusion as a beneficiary in wills and living trusts and actively encourages those interested in supporting ANCA after their lifetimes to utilize this gift vehicle. We recognize that individuals have special and unique reasons for supporting ANCA with a bequest, and we welcome restricted and endowment gifts that fall within our guidelines. We would appreciate a discussion with the donor about how they would like to have their gift used to insure ANCA and the donor agree on the use of the gift.

All gifts made via a will or living trust should be designated to Army Nurse Corps Association Inc. If another purpose is intended, it should reference that specific purpose. The taxpayer identification number for ANCA is 74-1932584.

The following language is a suggestion for use by the donors and their attorney for including a provision for ANCA in their will or living trust:

For a gift to support the organization's greatest need:

I give to the Army Nurse Corps Association, Inc. of San Antonio, Texas the sum of \$____ OR ____% of my residual estate OR the following designated property to be used in support of the mission of the organization.

For a restricted gift:

I give to the Army Nurse Corps Association, Inc. of San Antonio, Texas the sum of \$____ OR ____% of my residual estate OR the following designated property to be used specifically to (state the restricted use).

For an endowment gift:

I give to the Army Nurse Corps Association, Inc. of San Antonio, Texas the sum of \$____ dollars OR ____% of my residual estate OR the following described property to be used to establish the (name of the endowment) pursuant to the Endowment Agreement between myself and the Army Nurse Corps Association, Inc. dated _____. See Section H, Policies and Procedures, at Attachment "C" for the form Endowment Agreement.

We understand that some people would rather not disclose that they have included ANCA in their estate plans. We will respect the wishes of any of our donors who wish to remain anonymous. In addition, ANCA will not disclose the potential value of a bequest unless the donor agrees to the release of that information in writing.

ANCA may need to call a special meeting of the Board to consider the acceptance of a gift made through a will or living trust. Rules of consideration and acceptance should follow those listed elsewhere in these policies for other gifts. ANCA has the right to renounce gifts made through a bequest or living trust designation.

2. Charitable Remainder Trusts

ANCA would be pleased to be named the beneficiary of a charitable remainder trust but will not be able to serve as a trustee at the current time. If named, we would welcome the opportunity to discuss with the donor their wishes concerning how their eventual gift will be used. An endowment agreement will be prepared for those seeking to provide perpetual support for a purpose other than the greatest needs of the organization. Gifts should be made payable to the Army Nurse Corps Association, Inc.

3. Charitable Gift Annuities

At this point in time, ANCA is not able to administer charitable gift annuities, but ANCA reserves the right to change this position or to consider a proposal to establish a charitable gift annuity on a case-by-case basis.

4. Charitable Lead Trust

ANCA would be delighted to be named as a charity to benefit from a charitable lead trust but will not serve as a trustee of a charitable lead trust. If named, we would welcome the opportunity to discuss with the donor their wishes concerning how their eventual gift will be used. An endowment agreement will be prepared for those seeking to provide perpetual support for a purpose other than the greatest needs of the organization. Gifts should be made payable to the Army Nurse Corps Association, Inc.

5. Gift of Real Estate with a Retained Life Estate

A deferred gift of real estate transfers the deed of a residence, farm, or vacation home to ANCA but preserves the donor's right to occupy and enjoy all rights of ownership for life. This arrangement can also include the lifetime of a spouse, family member or friend. Upon making this irrevocable gift, the donor will receive an income tax deduction for the present value of the property to ANCA as computed per IRS guidelines. The donor is responsible for securing and paying for the necessary appraisal to establish the value of the property. This gift of real estate requires ANCA to follow the requirements set forth in Section B.5, "*Gifts of Real Property*". ANCA's Legacy Giving Program Committee must recommend this gift for approval by ANCA's Board of Directors.

The donor will be expected to maintain the residence and pay taxes for life or until the donor relinquishes their remaining life use. The donor can stipulate how ANCA will use the property or the proceeds from the sale of the property after the life interest ends. When circumstances warrant, an endowment agreement will be prepared to document the donor's wishes on the use of the proceeds of the gift.

6. Gifts of Life Insurance

ANCA will accept gifts of life insurance policies when ANCA is named as a beneficiary of a fully paid policy. The correct legal information for ANCA is:

Army Nurse Corps Association, Inc.
8000 IH-10 West, Suite 600
San Antonio, Texas 78230-3887
Taxpayer Identification number: 74-1032584

When ANCA is also named the owner of the policy, the donor will receive an income tax charitable deduction equal to the replacement cost of the policy per the IRS form 712, Life Insurance Statement, that will be supplied by the insurance company. When ANCA is named as

a beneficiary only, no income tax deduction is allowed but the gift will qualify for a federal estate tax deduction. ANCA does not accept gifts of term policies.

7. Gift of Retirement Plan Assets

Many donors find that their retirement plans (IRA, 401-k, etc.) have significant value and they would like to make a gift of all or a portion of the assets to benefit ANCA. Under current tax law, making a charitable gift using these types of funds is possible by directly rolling all or a portion of the donor's **annual required minimum distribution** or a specified amount directly to ANCA. In this case, there is no income tax charitable deduction allowed, but the donor will not have to pay income tax on the value of the transferred assets. Donors should contact the agency holding the retirement funds to find out how best to transfer these assets to ANCA to avoid being taxed on the distribution. Donors should contact the Treasurer for information on how the funds could be transferred electronically.

ANCA can also be named as the remainder or contingent beneficiary of all or a portion of these plans. This gift will take place at the death of the owner or the owner's designated beneficiary. Making the gift in this manner will eliminate income and estate taxes on the portion designated to charity. The inclusion of another person as a beneficiary will modify the amount of charitable deduction. Using retirement plans to make charitable gifts at death may reduce estate tax and potentially leave more assets available for family and friends. This is a fast-changing area of the law, and gifts of this nature require expert advice from financial and estate planning professionals to safeguard the interests of the donor.

D. Finder's Fees or Commissions

ANCA will not pay finder's fees or commissions in connection with gifts.

E. Professional Fees

Professional fees incurred in connection with planned gifts are expected to be paid by the donor. Any fees that are to be assumed by ANCA are at the discretion of ANCA.

F. Donor Need of Legal and Financial Counsel

ANCA volunteers (and or staff) will remind donors regularly of their need to consult with their own legal and financial advisors. ANCA's printed materials regarding gifts will also note this need, especially as they deal with areas of the tax laws, which are changeable and/or complex.

ANCA's volunteers (and/or staff) will constantly be aware that they must avoid giving legal and/or financial advice or what might be considered unauthorized practice of the law.

G. Mental Competence

ANCA will only accept gifts from mentally competent individuals or their legally appointed representatives.

Procedures

H. Receipting of Gifts

ANCA's designated person (usually the Treasurer or Assistant Treasurer) will provide donors with written acknowledgement of all gifts as soon as possible after the gift is made and received by ANCA. The acknowledgment will contain the IRS-required information about the value of any *quid pro quo* benefits for gifts over \$75. If a benefit was received, the receipt will show the value of that benefit and the value of the gift will be reduced by the same amount to comply with IRS guidelines. If no benefit was received, the acknowledgement will contain a statement to that effect.

1. For Outright Gifts of Cash, Checks and Credit Cards

- The amount shown on the receipt will be the amount of the check unless the donor has received a gift or service for making the gift.
- The date of the gift will be the postmark on all checks mailed to ANCA.
- For gifts delivered or given directly to a member of ANCA or the Treasurer, the date of gift will be the date the delivery is made.
- For gifts made via a wire transfer from a bank or financial institution, the date of the gift will be the date it is received by ANCA's account.

2. For Outright Gifts of Securities, including Mutual Funds

- The amount shown on the receipt will reflect the high/low average of the stock on the date of gift for all securities traded on a stock exchange.
- Mutual fund gifts will be receipted showing the NAV (net asset value) for the date of the transfer.
- For closely held securities, the receipt shall reflect the date of gift, the number of shares and the company but not any valuation of the gift.
- The date of the gift will reflect the method of delivery that was used.
- For stock transferred via direct wire transfer: the date of gift is the day the securities left the account of the donor.
- For stock that is mailed: the date of the gift will be the envelope postmark date.

- For personal delivery: the date of gift is the date the shares were turned over ANCA's Treasurer or other designated volunteer or staff.
- If the shares were issued in the name of ANCA by the transfer agent at the direction of the donor: the date of gift is the date on the stock certificate.

3. For Outright Gifts of Real Estate

- ANCA's Legacy Giving Program Committee will assemble all required information to fully discuss the feasibility of the proposed real estate gift with ANCA's Board. If the Legacy Giving Program Committee feels the gift is in the best interests of ANCA, they may recommend acceptance by the ANCA board at the next scheduled meeting of ANCA's Board of Directors or any special meetings of ANCA's Board of Directors that may be called. ANCA's President or other officer may call upon knowledgeable volunteers to assist in the process of gathering information and interpreting the feasibility and use of the gift.
- The receipt to the donor will reflect the description of the property and the date of the deed transferring the property but will not include a value for the gift. The donor will use the value in the appraisal as the gift value. It is the responsibility of the donor to secure and pay for the required appraisal.
- ANCA must sign a required IRS form 8283, Non-Cash Charitable Contributions, when a non-cash gift of \$500 or more is given. This form applies to all non-cash gifts that are not stocks or other securities that are traded on any of the major stock exchanges. In all cases ANCA will acknowledge that it has received the gift as of the date of gift but will not make any statement as to the value of the property given. The IRS form 8283 must be prepared by the donor or their legal/financial advisor.

Attachments:

- **A:** Information for donors on how to make a gift of securities via an electronic transfer from their brokerage account
- **B:** Assignment Separate from Certificate, also known as a stock/bond power
- **C:** Memorandum of Understanding for an endowed/restricted fund

Attachment "A"

Directions to Transfer Stock Electronically to ANCA

Legal Name: Army Nurse Corps Association, Inc.

Brokerage Firm:

Location:

Account Number:

DTC Number:

Advisor:

Phone Number:

PLEASE call the Edward Jones firm (210-659-1323- ANCA Account) when you give the order to your broker so that ANCA's broker will know the gift is coming. The information we need is:

- Brokerage firm making the transfer
- Name of securities being transferred
- Number of shares being transferred

Attachment "B"

Stock Assignment Separate From Certificate

STOCK ASSIGNMENT SEPARATE FROM CERTIFICATE

(Please furnish taxpayer identification number for each assignee)

For Value Received, the undersigned does (do) hereby sell, assign and transfer to

.....
.....

(.....) shares of the Stock of.....
represented by Certificate(s) No. (s).....inclusive, standing in the name of the undersigned
on the books of said Company.

.....bonds ofin the principal amount of
\$....., No.(s)..... inclusive, standing in the name of the undersigned on the books of said Company.

The undersigned does (do) hereby irrevocably constitute and appoint..... attorney to transfer the
said stock or bond(s), as the case may be, on the books of said Company, with full power of substitution in the premises.

Dated.....

.....
(PERSON EXECUTING THIS POWER SIGNS HERE)

.....
(PERSON EXECUTING THIS POWER SIGNS HERE)

IMPORTANT – READ CAREFULLY

Notice: The signature(s) to this assignment must correspond with the name as written upon the face of the certificate, in every particular, without alteration or enlargement, or any change whatever and must be guaranteed by a commercial bank, trust company or member firm of the Boston, New York or Midwest Stock Exchange.

SIGNATURE GUARANTEED

.....
(NAME OF BANK, TRUST COMPANY OR BROKER)

.....
(OFFICIAL SIGNATURE)

Attachment “C”
Sample Endowment Agreement

Endowment Agreement
between
{Donor’s Name}
and
Army Nurse Corps Association, Inc.

The Army Nurse Corps Association, Inc., a Texas nonprofit corporation (ANCA) that has been determined by the U.S. Internal Revenue Service to be an organization described in Section 501(c)(19) of the Internal Revenue Code of 1986. {DONOR’S NAME} of {CITY, STATE} (the “Donor”) wishes to establish a permanent endowed fund with ANCA (the “Endowment”) to provide support to ANCA. This Endowment will be funded through outright gifts or from the estates of the Donor, and shall be administered in accordance with the following provisions of this agreement (the “Agreement”):

1. The Endowment shall be designated as the {ENDOWMENT NAME}.
2. At the time of the execution of this Agreement, the minimum funding level for an endowment is \$. It is anticipated that at the time of the funding of this Endowment there will be at least \$. available.
3. The income, but not the principal, of this Endowment shall be used to provide unrestricted support {OR insert restricted use} to ANCA. The amount of each annual award shall be determined in accordance with the spending policy established by ANCA’s Board of Directors-.
4. For investment purposes, the assets of this Endowment may be co-mingled with other investment assets of ANCA, but this Endowment shall always be on ANCA’s records as the {ENDOWMENT NAME}. ANCA’s Board of Directors shall invest the assets and expend the income (defined as interest, dividends, and gains, realized and unrealized) of this Endowment in accordance with the investment and spending policies established by ANCA’s Board of Directors. The assessment of nominal charges to support investment and administrative costs will be made against the income of this Endowment.
5. This Endowment shall accept additional contributions at any time from any source, but additional contributions shall be subject to the terms of this Agreement.
6. When the required minimum funding level for a permanent endowment is reached, disbursements for the endowed purpose will be authorized from this Endowment.
7. If, in the future, the Donor(s), if available, and ANCA’s Board of Directors determine that it would be in the best interest of ANCA to amend this Agreement, they may do so by mutual consent. If the Donor(s) is (are) deceased or otherwise unavailable, and ANCA’s Board of Directors should determine that it would be in the best interest of the Community and its

members to amend this Agreement, then ANCA Board of Directors may make such amendment(s) as are necessary to assure that use of the Endowment is both legal and appropriate. In all cases, ANCA Board of Directors will utilize the income as closely as possible to the original intent of the Donor(s) and keep the name(s) of {**ENDOWMENT NAME**} linked with any distributions from this Endowment.

8. In the event ANCA ceases to be an organization described in U.S. Internal Revenue Code Section 501 (c)(19), the assets of this Endowment shall be turned over to an organization as designated by ANCA's Articles of Incorporation or by direction of ANCA Board of Directors, and will be subject to the terms of this Endowment.

Association:

Army Nurse Corps Association, Inc.

By: _____
President

Date: _____, 20

Donor:

Date: _____, 20