

Gift Acceptance Policy Sample

The following is a sample of a gift acceptance policy for a large organization with chapters around the country. Use this as a template, changing what you need to change based on your organization's mission and goals. *We have changed the name of the organization in this sample for privacy matters.

The purpose of seeking corporate and foundation relationships is to expand support for Childhood Attention Deficit Organization(CADO):

- To maintain a support network for parents who have children with attention-deficit/hyperactivity disorder (AD/HD) and adults with AD/HD;
- To provide opportunities for continuing education about the disability for adults with AD/HD, parents of children with AD/HD, and the professionals who treat and teach them;
- To be a community resource for information about AD/HD;
- To make the best educational experiences available to persons with AD/HD so that their specific difficulties will be recognized and appropriately managed within the educational setting;
- To promote appropriate support and accommodation for adults with AD/HD in the workplace and community;
- To promote legislative activity on issues affecting persons with AD/HD; and
- To promote and support research to identify programs and practices that show measurable improvement in the quality of life of individuals affected by AD/HD.

In its search for funding to support approved program objectives, CADO routinely solicits contributions from businesses, corporations, and foundations. Among these are companies whose products and/or services are specifically linked to AD/HD. While CADO is committed to achieving a diversified base of support and actively seeking contributions from businesses, corporations, and foundations with no direct financial interest in AD/HD, CADO believes it is ethically sound to request business concerns that profit from AD/HD to devote a portion of those profits to support charitable endeavors that will benefit people with AD/HD.

At the same time, CADO and its membership units are committed to avoiding conflict of interest or even its appearance in accepting financial support from corporations with vested interests in how consumers, the health care community, and education professionals regard their products. To assure that conflicts of interest do not occur, CADO's Board of Directors (Board) has determined that acceptance of restricted or unrestricted gifts from any source, and CADO's subsequent relationship to these donors, shall be governed by the following principles:

1. CADO shall at all times maintain an independent position on issues affecting the welfare of people with AD/HD. The potential effect of such positions on the commercial interest of a funding source shall not be a relevant factor in CADO's decision-making process.
2. CADO will solicit support only for projects and activities that are consistent with CADO's mission and long-range plan.
3. CADO will accept support for projects or programs only with assurances that the privacy of people with AD/HD and their families will be protected.
4. CADO will accept funds for projects involving educational and informational services only when CADO has complete editorial and managerial control.

5. CADO's Executive Committee shall facilitate compliance with these principles. Prior to acceptance of any proposed contribution from any entity in excess of \$25,000, the Executive Committee, in consultation with appropriate individuals (e.g., other members of the Board, Professional Advisory Board, etc.) and following receipt of a recommendation from the Finance and Oversight Committee shall review the proposal. The proposal may then be acted upon by the Executive Committee or submitted to the Board for further consideration. (Pursuant to the attached procedure)
6. CADO retains final approval of all uses of its name, logo or identifying marks.
7. CADO will accept support for professional/consumer meetings and symposia only when the program content and selection of speakers are determined by CADO or an independent body of professionals and/or consumers in which the funding organization does not have a controlling voice. The independent body will be required to adhere to CADO's conflict of interest policy and to disclose any relationship to the funding source.
8. CADO will maintain complete control of all funds provided from commercial contributions to support CADO's educational activities. The commercial source will not be permitted to provide funds directly to faculty or other program participants, except with CADO's consent. The commercial source may provide in-kind services (e.g., printing, reproduction) to support the educational activity.
9. CADO will not permit presentations, which support a commercial product at meetings except under the following conditions:
 - o commercial exhibits at which all competitors are afforded an opportunity to exhibit and professional standards of conduct are maintained; and
 - o presentation of scientific data that is research-based and conducted independently from the commercial source. CADO will not accept support from a business for a presentation concerning a specific commercial product manufactured or distributed by that business.
10. CADO will provide appropriate recognition of corporate and foundation support, but will be vigilant to ensure that such funding for its programs and materials is not interpreted as CADO's endorsement of a business or product and will take all steps necessary to avoid such a perception. A disclaimer stating that CADO does not endorse products, services, publications, medications, or treatments shall be prominently displayed in all CADO

publications in which advertising is accepted and at all CADO meetings for which corporate or foundation support has been accepted.

11. CADO will be vigilant to ensure that programs for which it accepts funding do not generate funds for CADO that could otherwise threaten CADO's non-profit status.
12. CADO chapters, branches and satellites will be bound by these principles.
13. CADO will ensure that all corporate and foundation donors are familiar with these ethical principles and acknowledge their understanding of the purposes by signing the following "Contribution Acknowledgement" statement and returning it to the CADO National Office.
14. Any monies received pursuant to this policy shall be spent in a manner consistent with any limitations or contingencies contained in the grant or donation as accepted.

CORPORATE AND FOUNDATION SUPPORT POLICY PROCEDURE:

1. Proposals of less than \$25,000 will be accepted or rejected by the CEO based on the aforementioned principles.
2. Finance and Oversight Committee will review proposals of \$25,000 or more received from the CEO, Chief Development Officer, or Revenue Generation Committee.
3. A recommendation on the proposal from the Finance and Oversight Committee will be given to the Executive Committee.
4. The Executive Committee, following consultation with appropriate individuals if desired, may vote to modify, accept or reject the proposal, or may refer the proposal for action by the Board of Directors.
5. Notification of acceptance, rejection or modification of the proposal to the donor will be carried out by the CEO.
6. A signed copy of the "Contribution Acknowledgement" will be kept on file at National Office and with corporate counsel.

CADO Conflict-of-Interest Policy

1. **Statement of Policy**

- A. No officer, Board member or Professional Advisory Board member shall allow his or her personal, financial, business or other concerns of an organizational decision-maker to influence any organizational decision in a manner not related to the organization's best interests.
- B. No officer, Board member or Professional Advisory Board member shall use his or her position, or the knowledge gained therefrom, in such a manner that a conflict between the interest of the organization or any of its affiliates and his or her personal interests arises.
- C. No officer, Board member or Professional Advisory Board member shall act in a manner in which his or her actions give the appearance of exercising inappropriate influence for the purpose of advancing his or her own personal interests or financial, business or personal gain.
- D. No officer, Board member or Professional Advisory Board members may obtain for themselves, their relatives, or their friends a material interest of any kind from their association with an organization.
- E. If an officer, Board member or Professional Advisory Board member has an interest in a proposed transaction with the organization in the form of a significant personal financial interest in the transaction or in any organization involved in the transaction, or holds a position as a trustee, director or officer in any such organization, he or she must make full disclosure of such interest before any discussion or negotiation of such transaction.
- F. Any officer, Board member or Professional Advisory Board member who is aware of a potential conflict of interest with respect to any matter coming before the Board or committee shall recuse themselves from voting on such matters and, as appropriate, refrain from participation in relevant portion of the meeting.
- G. At all times officers, Board members and Professional Advisory Board members shall take steps to avoid even the appearance of a conflict of interest.

2. Disclosure and Oversight

- A. Officers, Board members and Professional Advisory Board members of the organization will submit annually a disclosure form and, if not previously

disclosed, will make disclosure of actual or potential conflicts of interest before any relevant Board or committee action.

- B. These reports will be reviewed by the Executive Committee, which will attempt to resolve any actual or potential conflict(s) and, in the absence of such resolution, refer the matter to the Board of Directors.