

GIFT ACCEPTANCE POLICY OF
CONNER PRAIRIE MUSEUM, INC.

I. Introduction

In furtherance of the charitable mission and purposes for which the Corporation is organized and operated, the Board of Directors of the Corporation hereby adopts this Gift Acceptance Policy to give guidance and counsel to individuals who solicit and accept gifts on behalf of the Corporation. All gifts shall be accepted or declined in accordance with the policies set forth herein. The scope of this Policy is limited to accepting or declining proposed gifts. It is not intended to cover disposition of property owned by the Corporation.

The Board of Directors recognizes its responsibility to ensure that gifts:

- A. Are consistent with the mission of the Corporation;
- B. Do not carry restrictions or conditions that may compromise the Corporation at any time, now or in the future;
- C. Are in accordance with all applicable State and Federal laws;
- D. Are from donors whose intents are charitable; and
- E. Are administered to protect donors' rights and wishes.

II. Purpose of the Policy

The Corporation shall follow the guidelines set forth in this Policy when negotiating the terms of and accepting gifts from donors. Once the Corporation has accepted a gift on terms acceptable to both the Corporation and the donor, it becomes Corporation property and the donor should have no further control or authority over the gifted property. Donors may place restrictions on the use of the gifted property if agreed to by the Corporation and may also reserve the right to make non-binding recommendations regarding use of the gift, if such right is reserved in writing in an agreement between the donor and the Corporation.

If it appears that a gift may not be acceptable from the outset of discussions with the donor, the Corporation will endeavor to reach that conclusion as soon as possible and convey such conclusion to the donor and suggest to the donor alternate types of contributions.

III. Gift Acceptance Conditions

Gifts that are consistent with the mission, philanthropic vision, programs, tax-exempt purposes and fundraising principles of the Corporation may be accepted. The Corporation will not accept any gift that:

- A. Violates any federal, state or local law or ordinance;
- B. Contains a condition that requires any action on the part of the Corporation that is unacceptable to Corporation administration;
- C. Commits the Corporation to provide a naming opportunity when the gift is potentially revocable in any way, unless approved by the Board of Directors;
- D. Requires the Corporation and its administration to employ a named individual now or at a future date;
- E. Requires acceptance of liens or other encumbrances, unless approved by the Board of Directors;
- F. Exposes the Corporation to litigation or other liabilities;
- G. Generates unrelated business income to the Corporation, unless approved by the Board of Directors; or
- H. Otherwise appears to be financially unsound.

IV. Legal Counsel

The Corporation should seek the advice of tax and/or legal counsel where appropriate. It is recommended that the Corporation consult with legal counsel for gifts of real estate, closely held stock or partnership or limited liability company interests, intellectual property interests and tangible personal property. Legal counsel also should be consulted before the Corporation agrees to serve as trustee of a trust and before entering into any transaction with the Corporation's officers or directors.

The Corporation shall encourage donors to consult independent tax and/or legal counsel prior to making all contributions to the Corporation. It is the donor's responsibility to employ directly and to compensate independent legal and tax counsel in these transactions.

V. Confidential Information

All gift instruments will be deemed confidential to the extent permitted by law. A donor may authorize public announcement of any feature of an agreement. All requests for information will be honored only if the donor approves the release of information or if current law requires release of the information.

VI. Gift Acknowledgement

The receipt of all gifts will be acknowledged in writing and in a manner that satisfies the applicable IRS substantiation requirements for the deduction of charitable gifts. The Corporation will follow established guidelines with respect to public acknowledgment and recognition of donors in connection with various fundraising campaigns and events. Such guidelines will be established in advance of the initiation of a fundraising campaign or event and will typically provide for levels of recognition based upon the amount of a donor's contribution.

Notwithstanding the foregoing, a donor will always have the option to remain anonymous or to forego elements of public recognition and acknowledgement to which the donor may be entitled in connection with a contribution.

A. Donations of \$250 or More

Generally, the Corporation shall acknowledge all contributions. With respect to any donation of \$250 or more, the Corporation shall provide contemporaneous written acknowledgment to the donor, which acknowledgment shall contain:

1. The name of the Corporation;
2. The amount of the contribution;
3. A description (but not the value) of non-cash contributions;
4. A statement that no goods or services were provided by the Corporation in return for the contribution, if that was the case; and
5. A description and good faith estimate of the value of goods or services, if any, that the Corporation provided in return for the contribution.

B. Quid Pro Quo Contributions

Where the Corporation provides goods or services to a donor in return for a contribution, such contribution is known as a "quid pro quo contribution." Generally, donors may only take a contribution deduction to the extent the contribution exceeds the fair market value of goods or services the donor receives in return for the contribution. If the Corporation receives a quid pro quo contribution in excess of \$75, the Corporation shall provide a written statement to the donor that:

1. Informs the donor that the amount of the contribution that is deductible for Federal income tax purposes is limited to the excess of the amount of the contribution over the value of the goods or services provided by the Corporation; and
2. Provides the donor with a good faith estimate of the value of such goods or services.

VII. Types of Gifts

- A. Cash and Checks. Gifts of cash and checks are accepted regardless of the amount. Funds may be wire transferred to the Corporation. Donors should consult a representative of their financial institution to make contributions via wire transfer. The Corporation also accepts gifts of cash by credit card payments and payroll deductions.
- B. Securities. Gifts of publicly traded securities are accepted regardless of amount. Gifts of closely held securities (i.e., those that are not publicly traded and are held by only a few shareholders) are subject to prior approval of the Development Committee as authorized by the Board of Directors. Generally, all securities

received as gifts will be sold and the proceeds reinvested in accordance with current investment management strategies. Board approved departures from this policy will be considered in the event that a donor wishes to impose a transfer restriction on a gift.

- C. Real Property. No gift of any current or remainder interest in improved or unimproved real estate shall be accepted without prior approval of the Board of Directors. In order to consider acceptance of a gift of real property, the Board of Directors may require information including, but not limited to, the following:
1. A title insurance commitment showing marketable title in the donor, free and clear of unacceptable encumbrances, issued by a reputable title insurance company;
 2. An appraisal by a qualified appraiser;
 3. An environmental audit by a qualified engineer indicating that ownership will not expose the Corporation to environmental liabilities;
 4. A market feasibility study for the property;
 5. A copy of any mortgage or other lien encumbering the property;
 6. A structural engineering report; and
 7. A review of leases.

The prospective donor must pay for any initial appraisal made of the property. Unless otherwise negotiated, it is the responsibility of the donor to pay all costs incurred in transfer of the property including the cost of compliance with any of the foregoing requirements.

- D. Tangible Personal Property. Gifts of tangible personal property, including but not limited to, works of art, jewelry, and collections will be considered only after a review indicates that the property can be used by the Corporation in furtherance of its charitable mission and purposes and, if not, that the property is readily marketable and free and clear of any encumbrances. The donor must pay for any appraisal of the property.
- E. Intangible Personal Property. Gifts of intangible personal property, including but not limited to patents, copyrights, and trademarks will be considered based on whether the property can be used by the Corporation in furtherance of its charitable mission and purposes and, if not, whether the property is readily marketable.
- F. Bequests. Bequests of any of these types of assets may be made through a will or living trust in which the Corporation is designed as a beneficiary.

- G. Charitable Remainder Trusts. A charitable remainder trust is a separately administered trust established by the donor. It provides for payments to the donor and/or other named beneficiary(ies) either for life or a term of years. At the end of that period the remaining assets are distributed to one or more charities. The Corporation may accept designation as a remainder beneficiary.
- H. Charitable Lead Trusts. A charitable lead trust provides for payments to one or more charities over the life of an individual living at the time the trust is created or for a term of years. At the termination of this period, the trust assets are distributed to a non-charitable beneficiary, (typically, the donor's children). The Corporation may accept designation as a beneficiary.
- I. Designating the Corporation as Beneficiary. The Corporation will accept proceeds that it receives as a designated beneficiary of a life insurance policy, a deferred annuity contract, an IRA, a defined benefit plan, a 401(k) plan, a defined contribution plan, or other retirement plan.
- J. Life Insurance Policies. The Corporation accepts gifts of life insurance policies if the policy is paid-up and if the Corporation is designated as the owner and the beneficiary.
- K. Charitable Gift Annuities. Generally, a charitable gift annuity is an agreement whereby the donor transfers cash or other property to the Corporation in exchange for a commitment by the Corporation to pay the donor a specified amount each year during the remainder of the donor's life. The Corporation may offer charitable gift annuities, the terms and provisions of which are subject to prior approval of Board of Directors.

VIII. Unrestricted Gift Designation

Gifts received without written and signed donor verification restrictions or bequest/gift instruments absent explicit donor identified restrictions are considered unrestricted and will be designated as follows:

Gifts less than \$100,000 will be booked into the current year annual operating fund,

Gifts more than \$100,000, but less than \$250,000 will be temporarily restricted until the President authorizes the expenditure of said funds,

Gifts more than \$250,000 will be temporarily restricted until the Board of Directors authorizes the expenditure and determines the designation.

Designation may be for quasi-endowment, operations, capital projects or any special project funding and may be divided among more than one initiative.

IX. Payment of Fees Related To Gifts

The Corporation does not pay fees to any person in consideration for directing a gift to the Corporation. However, the Corporation will pay reasonable fees for professional services rendered to it by persons/firms it has engaged in connection with the completion of a gift to the Corporation. Donors are responsible for hiring independent legal counsel and for paying legal, appraisal, and other fees associated with making a contribution.

X. Changes to This Policy

Any changes to this Policy, or deviation herefrom, must be approved in advance by the Corporation's Board of Directors.