



Highland Park Education Foundation Gift Acceptance Policy

The purpose of the Highland Park Education Foundation’s (HPEF) Gift Acceptance Policy is to provide a framework for the types of gifts it can accept and how those gifts are managed and acknowledged. This policy will also ensure consistency among staff for how gifts are managed and will provide assurance to donors that HPEF maintains transparent and ethical fundraising practices.

In accordance with IRS regulations, the Foundation does not provide tax, financial, or legal advice to donors and strongly recommends that donors seek advice from professional financial advisors or attorneys.

The following topics are covered in this document:

- Donor Privacy
- Gift Acceptance Criteria
- Gift Types
- Gift Refunds
- Gift Fee Policy

Donor Privacy: Our Commitment to our Donors

The Foundation adheres to the Donor Bill of Rights developed by AFP, AHP, CASE, and the Giving Institute (see addendum).

“Personal information” is information that identifies you personally, such as your name, address, telephone number, and email address. We collect and store the personally identifiable information that you provide us when you make a contribution, register for an event, or volunteer with us via our website, email, phone, mail, or in person. The above list provides a sample of personal information that may be collected by the Foundation. From time to time, we may collect personal information from you in ways not described above.

- The Foundation does not sell or trade our donors’ names or personal information with any other entity.
- The Foundation holds all communications with donors and information concerning donors and prospective donors in strict confidence, subject to legally authorized and enforceable requests for information by government agencies and courts.
- All other requests for or releases of information concerning a donor, or a prospective donor will be granted only if permission is first obtained from the donor.
- The Foundation respects the wishes of any donor wishing to remain anonymous, and we will implement reasonable procedures to safeguard such donor’s identity.
- We will not send you mailings on behalf of other organizations.
- We will collect payment information, billing address and other information necessary to process a donation or event registration.

- We do not store credit card numbers, and donor records are kept confidential via a password protected database that only verified employees can access.
- You have the right to review information that we have stored about you. To review that information, please contact us in writing at info@hpef.org.

Gift Acceptance Criteria

All philanthropic gifts will be received in compliance with the IRS, and all gifts will be receipted and acknowledged by the Foundation according to their tax-exempt value. Terms of a gift must not discriminate against anyone on the basis of race, religions, color, age, gender, sexual orientation, or disability.

Gift types include:

- Outright gifts- one-time gifts paid by credit card, cash, check, ACH, or the transfer of securities. Gifts such as securities are gratefully received and will be liquidated upon receipt.
- Pledges- donors may pledge a sum payable over a period of time and in consultation with the Foundation.
- Planned gifts- planned gifts to the Foundation's Super Scot Society will be gratefully accepted, providing the terms of such gifts are acceptable and executable by the Foundation once received. Planned gifts currently acceptable by the Foundation are limited to:
 - Outright gifts named in a will or living trust
 - Gifts from a life insurance policy or retirement plan
 - Gifts from a Donor-Advised Fund or gifts of appreciated stock
- Gifts In-Kind- non-monetary contribution of goods or services; gifts in-kind will be received with the donor's estimate of the value of the item.

The Foundation reserves the right to refuse any gift or gifts in-kind that cannot be usefully applied to the purpose of the Foundation and/or HPISD; will cause the Foundation to incur undue costs in its acceptance, sale or managements; and/or, is given with unacceptable conditions for its use or acknowledgement.

Gift Refunds

All contributions made to the Foundation are considered tax-deductible gifts to the extent provided by IRS regulations if the exchange of goods or services is involved (for example, a ticket purchase to an event). The Foundation receipts and acknowledges the tax-exempt value of all donations. All contributions are non-refundable.

Gift Fee Policy

The Foundation has a policy to establish the gift fees that the Foundation will assess on specific funds held by the Foundation. The fees assessed by the Foundation are used to support our mission including, without limitation, its administrative and fundraising costs. All fees are calculated based on the fund values as of June 30th of each year and are credited to the general operating account of the Foundation. Our full Gift Fee Policy is available at hpef.org/financials.