

Fundraising and Donation Policy

I. Scope

All fundraising events and proceeds, as well as any donation solicitations on behalf of Crossroads Inc., are used to further the organization's mission. Such efforts follow the procedures outlined below.

II. Donor Solicitation

- A. Solicitation for donations or support made to Crossroads Inc. is handled on a case-by-case basis at the discretion of the Chief Executive Officer, Director of Development, or other assigned representatives.
- B. Donation requests are made to donors who have supplied Crossroads Inc. with their address, e-mail address, and/or telephone number. These donors may be contacted periodically for solicitation purposes, informational mailings, and/or invitations to special events or opportunities to become involved. Donation requests are also made via social media or in person.

III. Donor Acknowledgement

- A. The Director of Development sees that all contributions are acknowledged.
 - 1. The Accounting Department issues a written tax receipt for all donations in a timely manner (not to exceed 30 days).
 - 2. If the donor receives anything in exchange for his/her donation, such as a dinner or event admission, the tax receipt clearly states what portion of the donation is tax-deductible to the fullest extent allowed by the Internal Revenue Service.
- B. If a donation has been given in the name of a third party, the Accounting Department sends an acknowledgment to both the donor and the third party.

IV. Donor Confidentiality and Privacy

- A. The Director of Development or assigned representative stores donor information. The stored information may include name, address, phone number, e-mail, etc., but does not include bank or credit card information.
- B. Donors' names and donations may appear in Crossroads Inc. publications, including, but not limited to, annual reports and social media posts. The donor has the right for his or her name to be omitted from such publications and is given the opportunity to communicate with the Director of Development if he or she wishes to remain anonymous. All wishes to remain anonymous will be honored.

- C. Any information supplied to Crossroads Inc. by the donor is used solely to fulfill his or her donation and is not shared for any reason unless permission is granted by the donor.
- D. At any time, donors may request to be permanently removed from mailing lists and/or call lists by contacting the **Director of Development** via e-mail, postal mail, or telephone. All requests to be removed from solicitation lists will be honored.

V. Types of Donations

Crossroads Inc. accepts the following types of contributions:

- A. *Monetary Donations*: The organization accepts cash gifts in any amount. A lump sum may be given, or the donor can work with the **Director of Development** to establish a pledge.
- B. *Publicly Traded Securities*: Crossroads Inc. accepts gifts of publicly traded stocks and bonds at fair market values as determined under the Internal Revenue Service rules. Gifts of publicly traded securities are sold as soon as possible, and the donor is credited with the proceeds from the sale.
- C. *Tangible Personal Property*: Tangible property is accepted as a gift, provided that such property is saleable and the donor agrees that the property can be sold at the discretion of Crossroads Inc. The donor is responsible for obtaining a qualified appraisal prior to completing the gift. If the donation is an automobile, plane, or boat, Crossroads Inc. provides the donor with a 1098 form for tax purposes.
- D. *Real Property*: All proposed gifts of real estate must be evaluated and satisfy due diligence requirements of Crossroads Inc.
- E. *Closely Held Stock and Partnership Interests*: All proposed gifts of closely held stock and partnership interests must be evaluated and satisfy due diligence requirements of Crossroads Inc.
- F. *In-Kind Donations*: Crossroads Inc. accepts in-kind donations of various goods and services that further the mission of the organization.
 - 1. In-kind donations become the property of Crossroads Inc. and are used as deemed appropriate by a Crossroads Inc. representative unless otherwise designated by the donor.
 - 2. Contributions of services, while appreciated, are not generally tax-deductible. Contributions of other in-kind donations may be deductible to the fullest extent allowed by the Internal Revenue Service.
- G. *Endowment*: Should a donor wish to contribute to Crossroads Inc.'s endowment fund, the donor should contact the Crossroads Foundation. Suppose the donor wishes to speak to a Crossroads Inc. representative before talking to the Crossroads Foundation Inc. In that case,

the donor should contact Crossroads Inc. Chief Executive Officer or Director of Development.

While Crossroads Inc. does not give tax advice to donors, the agency does comply with IRS rules and regulations regarding donations.

- H. Crossroads Inc. reserves the right to refuse any proposed gift. Crossroads Inc. may not be directly or indirectly subjected by a donor to any material restriction or condition that would prevent the organization from freely and effectively employing the transferred assets or the income derived there from in furtherance of its exempt purposes.

VI. Acceptance of Donations

- A. *Monetary Donations*: Monetary (cash or check) donations are documented in the same manner as any other cash receipt (see Cash Receipts and Deposits Procedure). The donation is recorded by the Director of Development. The following items are documented:
- Name of donor
 - Amount of donation
 - Check number (if applicable)
 - Date the donation is received
 - Donation designation (if applicable)
1. Monetary donations made by Crossroads Inc. employees through payroll deduction.
- a. All donations by employees made through payroll deductions are monitored and recorded by the Chief Financial Officer or his/her designee.
 - b. Requests to start or change a payroll deduction are submitted by the employee on a Payroll Change form to the Financial Records Keeper/Payroll no less than ten working days prior to the pay period in which it is to take effect.
 - c. The authorization form contains the following:
 - Name of the person authorizing the deduction
 - Amount to be withheld per pay period
 - Pay date on which deduction is to take effect
 - Pay date on which deduction is to end (if applicable)
 - Purpose of donation
 - Signature of donor
 - Date signed
 - d. The authorized changes are documented on the payroll transmittal. The Payroll Change form is then filed.

- e. For tax purposes, year-end statements are given to employees who have given donations through payroll deduction. These statements are generated by the Chief Financial Officer.

B. In-Kind Donations:

1. Individuals donating goods and materials are asked to complete a donation form, providing the agency with the written documentation requested on the form. It is the donor's responsibility to provide a stated value on the form. Crossroads Inc. employees are not permitted to give advice or assist in this assessment.
2. The donation form is forwarded to the Director of Development, who records the donation.
3. A copy of the donation form with the signature of an agency representative is provided to the donor to be used for tax purposes.
4. The donation form is forwarded to the Chief Financial Officer to be recorded in Crossroads Inc's accounting software, and then the form is filed.

VII. Training

Employees involved with fundraising are provided with training from the Director of Development. This training includes a review of the Fundraising Policy and the Fundraising and Donations Procedure. Training is also provided to employees and/or volunteers for various fundraising events.

VIII. Third-Party Fundraising

Crossroads Inc. provides third-party fundraising. If a third party not directly affiliated with Crossroads Inc. wishes to solicit funds or in-kind requests on behalf of the organization, the third party should acquire written permission from the Chief Executive Officer or Director of Development. Exemptions to this permission include "peer-to-peer fundraising" via social media if donors are directed to the official Crossroads Inc. Facebook page or website or other established donation page approved by Crossroads Inc.

Related Policies and Procedures

Cash Receipts-Deposits Procedures

Financial Policy/Procedure