



Gift Acceptance Policy

This policy serves as a guideline for Children's Performing Arts (CPA) staff, board members, volunteers, outside advisors' who assist in the gift planning and solicitation process, and prospective donors who wish to make gifts to CPA of unrestricted, restricted and other funds. CPA actively solicits gifts and grants to further the mission of CPA. As gifts can encourage others to give or do the opposite, this gift acceptance policy is intended only as a guide and allows for flexibility on a case-by-case basis.

Acceptance of any contribution, gift or grant is at the discretion of Children's Performing Arts (CPA). Children's Performing Arts will not accept any gift unless it can be used or expended consistently with the purpose, goals and mission of CPA. The Executive Director, any Board members, volunteers, or staff so designated, have authority to solicit and/or accept gifts on behalf of CPA.

No irrevocable gift, whether outright or life-income in character, will be accepted if under any reasonable set of circumstances the gift would jeopardize the donor's financial security. Contributions which subject the organization to burdensome or unusual restrictions will not be accepted.

CPA will refrain from providing advice about the tax or other treatment of gifts and will encourage donors to seek guidance from their own professional advisors for tax, legal, financial and other advice to assist them in the process of making their gift.

CPA will accept donations of cash or publicly traded securities. Gifts of in-kind services will be accepted at the discretion of CPA.

Certain other gifts, real property, personal property, in-kind gifts, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed by the Executive Director or President prior to acceptance due to the special obligations raised or liabilities they may pose for CPA.

CPA will provide acknowledgments to donors meeting IRS substantiation requirements for property received by the charity as a gift. However, except for gifts of cash and publicly traded securities, no value shall be ascribed to any receipt or other form of substantiation of a gift received by CPA.

CPA will respect the intent of the donor relating to gifts for restricted purposes and those relating to the desire to remain anonymous. With respect to anonymous gifts, CPA will restrict information about the donor to only those staff members with a need to know.

CPA will not compensate, whether through commissions, finders' fees, or other means, any third party for directing a gift or a donor to CPA.