

TITLE: UUFP GIFT POLICY –Task Force Report

PURPOSE: Guide to Gifting the Unitarian Universalist Fellowship of the Peninsula.

This document was created by a Task Force of the Board and adopted by the Board in (APRIL?) 2018. The intent is to provide a policy for gifting at the UUFP to honor the generosity of our donors and making the acceptance and application of their gift as seamless as possible.

BACKGROUND: This Fellowship relies entirely on the generosity and financial support of its members to carry out its mission. It is the goal of this policy to provide when necessary or requested information about the Fellowship's financial structure and monetary requirements to the donor.

TYPES OF GIFTS CONSIDERED IN THIS POLICY:

Pledge: The pledge is a gift meant to support the UUFP's operating expenses for that fiscal year.

General Gifts: Cash, checks, etc. collected at services or as general donations will be applied to the operating expenses for the fiscal year. It is understood that the checking and savings accounts of the UUFP encompass “operating expenses”.

Directed Gifts: Directed gifts may be given to supplement an activity, event, or program at the Fellowship. Directed gifts could also support facility improvements, capital projects, UUFP charities and outreach, and other community projects. It is preferred that these gifts not be directed toward lines of the operating budget.

Endowment Gifts: Any specific bequest directed for the Endowment Fund or gifts described as “in memory of...” or with similar wording are considered a donation to the Endowment Fund unless otherwise directed. These gifts are given with the idea that the income from them will add to the financial stability and outreach of the Fellowship for perpetuity. Per Article VIII, Section D of the Bylaws, endowment gifts are managed by the Fellowship's Trustees.

METHOD: This Task force consists of the Treasurer (Alan Sheeler), Past President (Sandy Burkes-Campbell), Board Member at Large (Parker Stokes), Trustee (Judy Remsberg), and Finance Chair (Jesse Robertson). They reviewed best available gift giving procedures and current financial structure of the Fellowship and recommended the Board adopt the following Gift Policy.

RECOMMENDATIONS: When a donor is considering a large, non-standard, or non-cash gift, the Policy Board may create a panel charged with finding the best way to honor the donor’s wishes and meet the Fellowship's needs. The panel members will be selected to best address the nature of the gift as it applies to the UUFP. It will be the charge of this panel to explore all available options of mutual benefit with the donor and to assist in structuring the gift, if necessary, to fit the requirements of the UUFP. If there are concerns about the suitability or management of a proposed gift that cannot be easily resolved, the panel will include those concerns in a written description of the gift to be presented to the Policy Board which will make a final determination on the gift acceptance.

Our Fellowship is eternally grateful for the generosity of our members and looks forward to working with them.