



Gift Acceptance Policy

Enfield Loaves and Fishes, Inc. solicits and accepts gifts that are consistent with its mission and supports its core programs.

Donations and other forms of support will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, subject to the following limitations:

- Food items must be unopened, and condition of packaging and expiration date are within generally accepted guidelines for food safety.
- Other items must be direct from Retail Rescue partner stores and any new items resulting from a direct solicitation.
- These items are donated Monday through Friday between the hours of 11:00 a.m. and 3:00 p.m. and donations must be approved and signed off on by the Executive Director.

During its regular fundraising activities, Enfield Loaves and Fishes, Inc. may accept donations of money, personal property, stock, and in-kind services.

Certain types of gifts must be review prior to acceptance due to the special liabilities they may pose for Enfield Loaves and Fishes, Inc.

Examples of gifts which will be subject to review include gifts of real property, gifts of personal property, and gifts of securities.

When considering whether to solicit or accept gifts, the organization will consider the following factors:

- Values - Whether the acceptance of the gift compromises any of the core values of Enfield Loaves and Fishes, Inc.
- Compatibility - Whether there is compatibility between the intent of the donor and the organization's use of the gift.
- Public Relationships - Whether the acceptance of the gift could damage the reputation of Enfield Loaves and Fishes, Inc.
- Primary Benefit - Whether the primary benefit is to Enfield Loaves and Fishes, Inc., versus the donor.
- Consistency - Acceptance of the gift must be consistent with prior practice.
- Form of Gift - The gift offered must be in a form that Enfield Loaves and Fishes, Inc. can use without incurring substantial expense or difficulty.
- Effect on Future Giving – Consideration of the gift's effect on the probability of future gifts will be determined by the Executive Director as well as the Board of Directors.

Enfield Loaves and Fishes | 23 N Main St | P.O. Box 544 |

Enfield, Connecticut 06083-0544

Phone: (860) 741-0226 | Website: www.enfieldloavesandfishes.org



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- All decisions to solicit and/or accept potentially controversial gifts will be made by the Executive Director in consultation with the Board Chair and/or Board of Directors. The primary considerations used to determine a gift's impact on the organization are:
 - (a) Violations of our Articles of Incorporation.
 - (b) Jeopardization of Enfield Loaves and Fishes, Inc., status as an IRC § 501(c)(3) not-for-profit organization.
 - (c) Possible compromise of the relationships between Enfield Loaves and Fishes, Inc., and funders or donors.
 - (d) Ease of administration in relation to its value; and,
 - (e) Potential of any unacceptable repercussion to Enfield Loaves and Fishes, Inc., its Board, volunteers, partners, collaborators, or clients.

Cash: Cash gifts are acceptable in any form, including by check, money order, credit card, or on-line. Donors wishing to make a gift by credit card must provide the card type (e.g., Visa, MasterCard, American Express), card number, expiration date, and name of the card holder as it appears on the credit card and utilize the Enfield Loaves and Fishes, Inc. PayPal and Venmo site.

Marketable Securities: Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly upon receipt unless otherwise directed by Enfield Loaves and Fishes, Inc.'s Investment Committee. In some cases, marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the Executive Committee.

Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans: Donors are encouraged to make bequests to Enfield Loaves and Fishes, Inc. under their wills, and to name Enfield Loaves and Fishes, Inc. as the beneficiary under trusts, life insurance policies, commercial annuities, and retirement plans.

Charitable Remainder Trusts: Enfield Loaves and Fishes, Inc. will accept designation as a remainder beneficiary of charitable remainder trusts.

Charitable Lead Trusts: Enfield Loaves and Fishes, Inc. will accept designation as an income beneficiary of charitable lead trusts.

Gifts Accepted Subject to Prior Review - Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

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Tangible Personal Property: The Executive Director and Board of Directors shall review and determine whether to accept any gifts of tangible personal property considering the following:

- Does the property further the organization's mission?
- Is the property marketable?
- Are there any unacceptable restrictions imposed on the property?
- Are there any carrying costs for the property for which the organization may be responsible?
- Is the title/provenance of the property clear?

Life Insurance: Enfield Loaves and Fishes, Inc. will accept gifts of life insurance where Enfield Loaves and Fishes, Inc. is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.

Is the property useful for the organization's purposes?

- Is the property readily marketable?
- Are there covenants, conditions, restrictions, reservations, easements, encumbrances, or other limitations associated with the property?
- Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property?
- Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

These Gift Acceptance Guidelines will be reviewed annually by the Executive Director and the Board of Directors but may be updated at any time as needed. Enfield Loaves and Fishes, Inc. reserves the right to accept, refuse or return any gift.

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