

City Bar Fund Gift Acceptance Policy

The City Bar Fund solicits and accepts gifts that are consistent with its mission and that support its core programs and special projects. Donations and other forms of support will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, and other entities. Acceptance of any contribution, gift or grant is at the sole discretion of the Fund, which will not accept any gift unless it can be used in a manner consistent with the purpose and mission of the organization.

The purpose of this policy is to provide guidelines for Fund staff and leadership who are involved in accepting gifts as well as prospective donors. This policy applies to all gifts received by the City Bar Fund for any of its programs or services.

The following gifts are generally accepted without review:

- **Cash.** Cash gifts are acceptable by check, money order, credit card, or online. Our online donation form accepts VISA, MasterCard, Discover and American Express. Gifts made to the Fund through third party platforms may accept additional forms of payment. If you would prefer to donate via check, please make payable to “City Bar Fund” and mail to City Bar Fund, P.O. Box 22629, New York, NY 10087. Gifts of cash are valued in U.S. dollars.
- **Corporate or Firm Matching Gifts.** These are an important way for you to increase the impact of your personal contributions to the Fund. Your company’s matching gift program may allow you to double or even triple the amount of your contribution. Each company has its own guidelines for employees, spouses and retirees but most matching gift procedures are very simple and usually include requesting a form from the Human Resources Department or other appropriate department at your company and submitting the completed form to the City Bar Fund along with your gift or mailing it separately if you made the gift online. A tax receipt will be sent to the matching donor, and the originating donor will be recognized appropriately. The Fund will allocate the matching funds to reflect the originating donor’s intent, unless the matching donor requires otherwise.
- **Securities.** The Fund will only accept securities that are publicly traded and readily 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 the Fund’s Investment Committee. For gift crediting and accounting purposes, the Fund will value the securities as the average of their high and low price as of the date of the gift. In some cases, 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 Gift Review Committee.
- **Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans.** Donors are

encouraged to make bequests to the Fund under their wills, and to name the Fund as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans. The most useful bequest is one that is unrestricted for the Fund's general operating purposes, which enables the Fund to apply the gift where it is needed most. The Fund cannot guarantee that restrictions or designations specified in a bequest will be fulfilled unless the donor receives written approval from the Fund prior to finalizing their bequest. The Fund will acknowledge such future gifts but not credit them until they are received.

- **Charitable Remainder Trusts.** The Fund will accept designation as a remainder beneficiary of charitable remainder trusts.
- **Charitable Lead Trusts.** The Fund will accept designation as an income beneficiary of charitable lead trusts.
- **Donor-advised funds (DAFs).** DAFs are agreements established with public charities that sponsor such programs in order to allow donors to make charitable contributions, receive immediate tax benefits, and then recommend grants from the funds over time. Gifts to the Fund from DAF-sponsoring charities are typically accepted in the form of checks or electronic fund transfers and processed accordingly. No gift receipt will be issued to the individual who recommended a Fund gift to the DAF-sponsoring charity; however, acknowledgment of the gift, including the gift's value, will be included on the individual's giving record.
- **Cryptocurrency.** The Fund may accept gifts of cryptocurrency and other forms of digital assets after due diligence is performed to determine whether the asset is able to be accepted, liquidated and transferred to the Fund using a third-party payment processor. All donations of cryptocurrency will be converted immediately into cash upon acceptance by the Fund. Cryptocurrency will be treated as a noncash contribution by the Fund.
- **Gifts from Fund employees.** The Fund appreciates that employees may wish to make gifts in support of programs they oversee or are responsible for administering. Due to IRS regulations, in order for a gift to qualify for a charitable deduction, the donor may not personally benefit from and control these gifts. Therefore, staff who make a gift to such a program (the "donor") may not authorize use of those gifts for personal benefits or uses such as support for:
 - The donor's salary;
 - Consumer goods to be used by the donor;
 - Personal travel by the donor; or
 - To provide scholarship assistance or a grant award to the donor, or to a close relative.

In most instances, the Fund does not accept the following types of gifts:

- Real estate;
- Personal property that does not directly support the Fund's programmatic activities (such as art, jewelry or vehicles);
- Gifts that would result in the Fund violating its certificate of incorporation or losing its status as a 501(c)(3) not-for-profit organization;
- Gifts naming the Fund as a trustee or requiring the Fund to act in any fiduciary capacity;

- Gifts that are too difficult or too expensive to administer in relation to their value;
- Gifts that would result in any unacceptable consequences for the Fund; or
- Gifts that pose a potential conflict of interest or do not align with the Fund's mission.

The Fund maintains a Gift Review Committee to consider any donation that may raise significant questions for the organization. The Committee is comprised of the Fund's Treasurer, Assistant Treasurer, Vice Presidents, Advancement Associate and General Counsel.

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

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

The Fund encourages donors to seek professional legal and financial advice prior to making any gift. The Fund will not provide such advice to prospective donors, nor does this policy constitute such advice.

To discuss a gift, please contact the Fund's development team at giving@nycbar.org.

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