

UUFB Gift Acceptance Policy

Spring 2026

Approved, UUFB Board of Directors, April 12, 2026

Purpose:

The purpose of this policy is to establish guidelines for evaluating and accepting charitable gifts other than annual stewardship pledges, Sunday plate offerings, and Legacy (planned) gifts made to the Unitarian Universalist Fellowship of Bozeman (UUFB) in an efficient, ethical, and professional manner. The policy sets out a process for accepting unanticipated and/or one-time gifts, types of gifts, criteria for acceptance, and stewardship of gifts.

Anyone who approaches UUFB to make a gift (other than pledge, plate or legacy) shall be referred to a Legacy Giving committee member, whomever they feel most comfortable with. That person then becomes a Steward helping align the donor's intent with the Fellowship's needs and assists the donor in communication with UUFB during the process.

I. List of Accounts Receiving Gifts

Gifts offered to the Unitarian Universalist Fellowship of Bozeman (UUFB) may be accepted for deposit into the following accounts:

- a. UUFB Checking/Savings Account (Operating Budget)
- b. UUFB Endowment Fund
- c. UUFB Reserve Funds for Long Term Facilities, Operations Reserve and/or Minister Sabbatical Fund
- d. UUFB Special Funds for Capital Improvement, Fellowship Development and/or Justice/Outreach
- e. Additional fund or fundraising accounts that may be established by the Board of Directors or Fellowship membership.

When none of these accounts is specified, the priority destination shall be the Endowment Fund.

II. Process for Accepting Gifts

When a gift of cash, securities, real estate or the benefits of investments/insurance policies is offered to UUFB, the following process shall be employed to accept the gift. UUFB encourages its donors to make unrestricted gifts to the Fellowship. Unrestricted gifts provide the greatest flexibility to direct resources where they are most needed at any particular time.

- a. If the gift is unrestricted cash or has been designated to a specific fund already maintained by the Fellowship, the gift may be accepted without review.
- b. If the funds are restricted by the donor to a specific purpose, the offer shall be delivered to an ad hoc Gift Review Task Force (GRTF), which will make a recommendation to the Board of Directors (BOD) regarding accepting the gift. An ad hoc Gift Review Task Force (GRTF) will be named by the BOD to consider each such gift, consisting of two members of the Legacy Giving Committee and one member of the Finance Committee. Formation of a GRTF will be noted in Board minutes. Another member may be added as necessary, for example if the gift is designated for the building, music, or some other specific area.
- c. The GRTF shall review the offered gift in a timely manner to ensure that it meets the criteria outlined below.
- d. For non-fungible gifts (e.g., real property, securities,) the GRTF shall make a recommendation to the BOD whether or not to accept them.
- e. Final authority to accept or decline gifts rests solely with the Board of Directors.

III. Types of Gifts

- A. Cash - Cash gifts are acceptable in any form. Checks shall be made payable to UUFB and shall be delivered to the Office Administrator with notation of the nature of the gift.
- B. Securities
 1. Marketable securities may be transferred to UUFB's brokerage account which is managed by the Investment Committee. Donors, supported by the Steward (see above) should contact the website or the Office Administrator for specific instructions. All marketable securities shall be sold upon receipt. UUFB will send the donor an acknowledgment of the gift valued on the day the securities are received.
 2. Securities for which there is no active market, which include debt and equity positions in non-publicly traded companies, and interests in LLPs and LLCs or other ownership forms, can be accepted subject to the recommendation of the GRTF and approval by the BOD. Gifts must be reviewed prior to acceptance to determine that:
 - a) There are no restrictions on the security that would prevent UUFB from ultimately converting those assets to cash
 - b) The security is marketable
 - c) The security will not generate any undesirable tax or other financial consequences for UUFB
 - d) The gift transaction does not involve tax or other financial planning in which UUFB would not wish to participate.

- C. Real Estate - Gifts of real estate should be discussed when donor intent is stated. All gifts of real estate must be carefully and fully investigated to determine:
1. Whether the property is useful for the purposes of UUFB
 2. Whether the property is marketable
 3. Whether any restrictions, reservations, easements, or other limitations are associated with the property; whether carrying costs, which may include insurance, property taxes, mortgages, or notes are associated with the property
 4. Whether an environmental audit reflects that the property has no significant problems.
- D. Tangible Property - UUFB may accept gifts of tangible personal property, such as works of art, furniture, automobiles, etc. Such gifts may be accepted only after a thorough review indicates the property is readily marketable or may be used by UUFB in a manner consistent with one of the purposes for which it was identified. Donors should be clear before contributing a gift of tangible personal property whether they expect UUFB to use or display the property and should be aware that UUFB reserves the right to sell or otherwise dispose of the personal property in question, if such action is financially advisable or necessary.

A Gift Review Task Force may be appointed to make recommendations to the BOD as needed, especially if the donor intends the gift to be displayed or used in the building. Documentation may be required for tax purposes.

All gifts of tangible personal property shall be examined in light of the following criteria:

1. Whether the property contributes to or furthers the mission of the Fellowship
2. Whether the property is marketable
3. Whether any undue restrictions apply to the use, display, or sale of the property, and
4. Whether there are any carrying costs for the property.

IV. Gift Acceptance Criteria

- A. Unless the donor specifies otherwise, the Gift Review Task Force will recommend to the Board which UUFB fund should receive the gift. UUFB

may only accept gifts from individuals, corporations, trusts, foundations and others as follows:

1. Gifts must align with UUFB's mission, goals, programs and activities;
 2. Gifts must provide measurable benefit to UUFB; and
 3. Gifts must not present significant economic or non-economic drawbacks to the Fellowship.
- B. In addition, UUFB will not accept gifts that:
1. Violate UUFB's tax-exempt status
 2. Violate laws or are otherwise unethical, including gifts that discriminate based upon race, color, sex, sexual orientation, gender identity, class, creed, ethnic or national identity, physical ability, or age;
 3. Inhibit the procurement of gifts from other donors;
 4. Lack charitable intent or disproportionately benefit the donor rather than UUFB.

V. Gift Valuations

UUFB will usually liquidate non-cash gifts upon receipt to establish the value of that gift to UUFB. For non-cash gifts, valuation will be the responsibility of the donor for the donor's tax purposes unless otherwise indicated by the IRS.

VI. Role of UUFB Regarding Gifts

UUFB will not serve as a trustee, personal representative, executor or other fiduciary.

VII. Stewarding and confidentiality of gifts

UUFB, its staff, and its volunteer representatives shall endeavor to assist donors in accomplishing their philanthropic objectives in a donor-centered way. UUFB will acknowledge each gift within a reasonable period. The Office Administrator or Treasurer will prepare a letter of receipt for tax purposes; a Board member or member of the Legacy Giving Committee will send a personal note of appreciation.

Gifts to UUFB and accompanying correspondence will be considered confidential information. Dollar amounts will be kept strictly confidential unless there is an over-riding reason for the amount to be identified to others and the donor agrees to such disclosure. Once the BOD has accepted the terms of a gift, UUFB will faithfully follow the donor wishes contained within those terms.

This includes the following:

1. At a minimum, two unrelated persons must know the details of any gift. Other staff or volunteers may have a legitimate need to know some information about donors and gifts other than dollar amounts.
2. Information concerning negotiations and conversations between a donor and UUFB shall be held in confidence by the Board, the Legacy Giving Committee, the Minister or other persons involved with gift acceptance (subject to reasonable needs to know).
3. Notice of the gift and donor(s) will be shared with the Congregation once negotiations are complete, unless the donor(s) requests anonymity. UUFB shall respect the wishes of any donor requesting anonymity and will implement reasonable procedures to safeguard such donor's identity.

VIII. Recording of gifts

The Office Administrator and Treasurer shall maintain a cumulative record of gifts other than Stewardship pledges and Sunday offering and including realized Legacy gifts. This record shall include identified gifts accepted before the adoption of this policy and contain, for each gift:

- Date of gift acceptance
- Donor's name (and connection to UUFB if from a non-member)
- Donor requested anonymity
- Purpose of gift, if restricted
- Destination or disposition of the gift (Endowment, Special Fund, etc.)
- Name of Steward
- Any relevant notes

This record shall be continuously maintained, regarded as strictly confidential, and kept in a locked file cabinet and password protected electronic file. It may be consulted by the minister, office staff, or Board officers as necessary in years following the actual gift.

IX. Legacy Giving

Separate policies and processes exist for Legacy (or Planned) Gifts through bequests.