Gift Acceptance Policies

Harbor WildWatch, a 501(c)(3) Tax ID 20-4205938, solicits and accepts gifts that are consistent with its Mission and that support its core programs, as well as special projects. Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities. Harbor WildWatch urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. The following policies and guidelines govern acceptance of gifts made to Harbor WildWatch for the benefit of any of its operations, programs or services.

Use of Legal Counsel—Harbor WildWatch will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

A. Gifts of securities that are subject to restrictions or buy-sell agreements.
B. Documents naming Harbor WildWatch as trustee or requiring Harbor WildWatch to act in any fiduciary capacity.
C. Gifts requiring Harbor WildWatch to assume financial or other obligations.
D. Transactions with potential conflicts of interest.
E. Gifts of property which may be subject to environmental or other regulatory restrictions.

Restrictions on Gifts—Harbor WildWatch will not accept gifts that (a) would result in Harbor WildWatch violating its corporate charter, (b) would result in Harbor WildWatch losing its status as an IRS 501(c)(3) not-for-profit organization, (c) are too difficult or too expensive to administer in relation to their value, (d) would result in any unacceptable consequences for Harbor WildWatch, or (e) are for purposes not consistent with Harbor WildWatch’s mission. Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Executive Committee, in consultation with the Executive Director.

Gifts Generally Accepted With Minimal Review—

- **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, billing zip code and name of the card holder as it appears on the credit card.

- **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 Harbor WildWatch’s Finance 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 Harbor WildWatch under their wills, and to name Harbor WildWatch as the beneficiary under trusts, life insurance policies, annuities and retirement plans.
Charitable Remainder Trusts. Harbor WildWatch will accept designation as a remainder beneficiary of charitable remainder trusts.

Charitable Lead Trusts. Harbor WildWatch will accept designation as an income beneficiary of charitable lead trusts.

Gifts Accepted Subject to Prior Review—Certain forms of gifts or donated properties will be reviewed prior to acceptance due to the special liabilities they may pose for Harbor WildWatch. Examples of gifts subject to prior review include, but are not limited to:

Tangible Personal Property. The Executive Committee shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations: 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. Harbor WildWatch will accept gifts of life insurance where Harbor WildWatch 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.

Real Estate. All gifts of real estate are subject to review by the Executive Committee. Prior to acceptance of any gift of real estate other than a personal residence, Harbor WildWatch shall require an environmental review by a qualified environmental firm approved by Harbor WildWatch and paid by the donor. Criteria for acceptance of gifts of real estate include: 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 reflect that the property is damaged or otherwise requires remediation?

Consideration of Gift—When considering whether to solicit or accept gifts, the organization will generally consider the following factors:

Values—whether the acceptance of the gift compromises any of the core values of Harbor WildWatch

Compatibility—Whether there is compatibility between the intent of the donor and the organization’s use of the gift

Public Relationships—whether acceptance of the gift will impact the public reputation of Harbor WildWatch

Primary Benefit—whether the primary benefit is to Harbor WildWatch, versus the donor

Consistency—is acceptance of the gift consistent with prior practice and the mission?

Form of Gift—Is the gift offered in a form that Harbor WildWatch can use without incurring substantial expense or difficulty?

Effect on Future Giving—Will the gift encourage or discourage future gifts?

All decisions to solicit and/or accept potentially controversial gifts will be made by the Executive Committee of the Board in consultation with the Executive Director and are final. The primary consideration will be the impact of the gift on the organization.