

## POLICIES & PROCEDURES FOR GIFTS TO FLANDERS

### A. GIFTS UNDER \$5,000

Cash or stock donations under \$5,000 are placed into the Operating Fund except when:

- the donor specifies an existing Invested Fund or Temporary Project Fund (NBR on QuickBooks) for a donation of \$500 or more or
- the donation is made In Honor Of or In Memoriam as noted under C.

Individual donations of \$35 or more or family donations of \$65 or more entitle the donor(s) to an annual membership at Flanders for the year after the donation is made.

Donations are recognized in Flanders' annual report and/or other Flanders publications as follows:

- SUGAR MAPLE - \$3,000-\$4,999
- CHESTNUT - \$1000-\$2,999
- HICKORY - \$500-\$999
- WHITE BIRCH - \$250-\$499
- CEDAR - \$100-\$249

**No Board approval necessary.**

### B. GIFTS OF \$5000 OR OVER

For cash or stock donations of \$5000 or more the donor(s) is asked to place the gift into either an existing Invested Fund, Temporary Project Fund, or remain unrestricted. **If the donor does not select a fund and leaves the decision to Flanders, the donation is placed into a temporary account at Schwab until the Finance Committee reviews the gift, makes a placement recommendation to the Board and Board approves that placement. The Finance Committee recommendation will usually occur in December of each year as part of the year-end financial review except in special circumstances that require the placement of a donation at the time of the donation.**

Recognition for the donation is listed under CHARTER OAK.

See D below for fund establishment through major gifts.

### C. MEMORIAL/HONORARY GIFTS

- Cash or stock donations of any amount can be placed into an existing Invested Fund or Temporary Project Fund at the request of the donor.
- Donors of memorial/honorary gifts often seek a tangible remembrance and recognition for the deceased/honored:
  - Recognition of the donation is listed under the relevant \$ category and includes the In Memoriam or In Honor of name(s).

- With assistance from the Van Vleck Committee, staff and other volunteers, ED and Director of Development maintain a list of items needed by Flanders on which a small name plaque can be installed.
- An In Memoriam plaque listing the deceased is placed in a prominent location at Flanders.
- Donations for benches will only be considered if the donation covers the full cost of the bench, and Flanders has a need for an additional bench.

**No Board approval necessary unless Donor wishes to make a donation of \$1000 or more to purchase an item not on Flanders' wish list.**

#### **D. TANGIBLE GIFTS & DONATED SERVICES**

With assistance from the Van Vleck Committee, staff and other volunteers, ED and Director of Development maintain a list of items and services needed by Flanders such as equipment, furniture, software, facility repair and restoration etc.

- Tangible gifts and donated services receive in-kind recognition, but monetary valuation must be provided by the donor. Tangible gifts or donated services that are In Memoriam or In Honor of receive the recognition as listed under C.
- Flanders reserves the right to refuse tangible gifts or donated services that do not fit within Flanders' needs.

#### **E. INVESTED FUND OR TEMPORARY PROJECT FUND ESTABLISHMENT THROUGH MAJOR GIFTS**

Flanders Nature Center & Land Trust offers donors of major gifts, as defined below, the opportunity to establish individual named Funds either to support existing invested Flanders Funds, or to support a project or program of the donor(s) choice, subject to approval by the Board of Directors.

A major gift that provides the donor with the ability to establish an individual named Fund is defined as either:

- A gift of **\$20,000** or more donated over a maximum of four years for a permanent or temporarily restricted Invested Fund. If the donor does not complete the pledge within the four year period, Flanders has the right to eliminate the individual fund and transfer the assets to one of Flanders' other Invested Funds with a similar purpose. Donors may undertake fundraising efforts, subject to approval by the Board of Directors, to encourage donations to the new fund. **Board approval required to establish a new Invested Fund.**

All assets in Invested Funds are comingled for investment purposes and, unless otherwise determined by the donor, distribute an annual draw (percentage of assets determined by the Board) for the purpose stated by the donor. Flanders reserves the right to determine the usage of the Fund's annual draw, or assets withdrawn from the Invested Fund, within the scope of the defined purpose.

- A gift of **\$5,000** or more in one year for an individual Temporary Project Fund (NBR) that will be expended within five years for a specific purpose named by the donor. Flanders reserves the right to determine the usage of the fund's distributions within the scope of the defined purpose and to transfer any remaining balance after completion of the project or program from the NBR to another similar project or to the Operating Fund. **Board approval required to establish a new Temporary Project Fund.**

## **MEETINGS WITH DONORS**

Flanders will meet with any donor or potential donor of a gift of \$5000 or more to:

- review the Donation Form for Major Gifts (attached) to determine if the gift is restricted in any way. A signature is only required if there are restrictions.
- explain the different types of funds and provide a list of Flanders' funds
- provide examples of special projects that need funding
- provide a summary of Flanders' investment returns and information on donating securities.
- inform the donor that establishment of any new Funds or new Temporary Projects will require the approval of Flanders' Board of Directors

If a meeting is not possible, these documents should be sent to the donor(s), or their authorized representative, for review and signature.

## **ACKNOWLEDGEMENT LETTERS**

Every gift will be acknowledged in writing. The letter of acknowledgement for the donation states whether the donation is unrestricted or list any restrictions approved by the Board of Directors.

## **DESCRIPTION OF FUNDS**

All new Invested Funds should be listed and described in the historical document on Invested Funds.

Approved by the Board : March 18, 2021

FLANDERS NATURE CENTER & LAND TRUST

DONATION FORM FOR MAJOR GIFTS of \$5,000 or MORE

If you wish to restrict the purpose for which your gift of \$5,000 or more may be used, please complete this form.

I/We give to Flanders Nature Center & Land Trust the following assets :

- Cash: \_\_\_\_\_
  - Check # \_\_\_\_\_
  
- Securities – stocks, bonds, mutual funds, etc. Please list below or provide separate sheet.
  
- Tangible Property – please describe below. *Flanders reserves the right for Board approval before acceptance of tangible property that does not fall within Flanders' needs. Tangible gifts receive in-kind recognition, but monetary valuation must be provided by the donor.*

The purpose of a cash or stock donation of \$5,000 or more is :

- Unrestricted
  
- To enhance Flanders' existing Invested Funds, existing Temporary Project Fund or Operating Fund  
Name of Fund into which donation will be placed: \_\_\_\_\_  
*Please review list of Funds attached and select one or more.*
  
- To establish a Temporary Project Fund for a project or program to be completed within five years.  
Purpose of Project Fund: \_\_\_\_\_

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*Flanders reserves the right to determine the usage of the restricted fund distributions within the scope of the defined purpose and to transfer any remaining balance after completion of the project or program to another similar project or to the Operating Fund. **Board approval required to establish a new Temporary Project Fund.***

For a donation of \$20,000 or more, Donors may establish their own individual Invested Fund

Name of Fund: \_\_\_\_\_

for the purpose of:

Enhancing an existing Invested Fund \_\_\_\_\_  
*Review current list of Flanders' Invested Funds*

OR Providing for the following: \_\_\_\_\_

\_\_\_\_\_

*The \$20,000 donation must be completed over a maximum of four years for an individual Invested Fund. If the donor does not complete the pledge within the four year period, Flanders has the right to eliminate the individual fund and transfer the assets to one of Flanders' other Invested Funds with a similar purpose. Donors may undertake fundraising efforts, subject to approval by the Board of Directors, to encourage donations to the new fund. **Board approval required for to establish a new Invested Fund.***

*Individual Invested Funds may be either a.) permanent with a Board determined annual percentage payout for the selected purpose or b.) temporarily restricted with the Flanders' Board of Directors determining the annual drawdown from the fund for projects meeting the Fund's purpose.*

Permanent Fund

Temporarily Restricted Fund

\_\_\_\_\_  
Signature of Donor or Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Donor or Authorized Representative

\_\_\_\_\_  
Date