GIFT ACCEPTANCE POLICY & PROCEDURES

Christ Lincoln
Christ Lincoln Schools
Lincoln, Nebraska

Biblical Generosity

Biblical Generosity is simply Christians using their God-given time, talent, and treasure to live all of life for God's purposes. Financial Biblical Generosity focuses on the stewardship process, proper accounting, and ministry implementation on behalf of God's people who provide the financial resources to carry out the Lord's work.

In the spirit of Biblical Generosity, Christ Lincoln and Christ Lincoln Schools (herein-after referred to as "Christ Lincoln") strongly encourage gifting that will enable Christ Lincoln to fulfill its divine calling to maintain, develop, advance, enhance, and expand the ministry and mission of the congregation.

Donor Bill of Rights
(Adapted from the Council for Advancement and Support of Education, CASE)

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

1. To be informed of the organization's mission, the way the organization intends to use donated resources, and its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purpose(s) for which they were given.
5. To receive appropriate acknowledgment and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law
7. To expect that all relations with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers or employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Financial Gift Acceptance

This document is designed to provide guidance to facilitate the gift-giving process. The intent is to provide donors with the greatest freedom possible in formulating their gifts.

- Gifts may be accepted only for ministry and programs consistent with the beliefs and mission of Christ Lincoln. No gift may limit or restrict the purpose or mission of Christ Lincoln.
- Gifts must not inhibit gifts from other donors.
- Gifts must be designed and administered in a manner consistent with legal requirements and state and federal tax regulations.
- Christ Lincoln cannot accept gifts that involve unlawful discrimination based upon race, gender, age, national origin, disability or other basis prohibited by law and Internal Revenue regulations.

Regular offerings and gifts are accepted and administered through the Finance and Generosity Departments and their designees, with final authority to accept offerings and gifts being with the Executive Director of Finance and Generosity.

Certain categories of donations are not acceptable as charitable gifts to Christ Lincoln and cannot be deducted as a charitable contribution:

- Funds accepted as payment for tuition or fees.
- Gifts made with the condition that Christ Lincoln will spend the proceeds for the personal benefit of a named individual or individuals. Christ Lincoln's various Scholarship programs qualify in that Christ Lincoln selects a student on behalf of the donor.

Proposed gifts which may expose Christ Lincoln to adverse publicity; require undue expenditures; or involve Christ Lincoln in unexpected responsibilities because of the source, condition or purposes of the gift, will be referred for review to the Executive Director of Finance and Generosity. The Executive Director of Finance and Generosity will oversee the acceptance and disposition of such questionable offerings and gifts and make the final decision.

Gift-Giving Possibilities

Outright Gifts

Outright gifts are those placed at the immediate disposal of Christ Lincoln in which the donor retains no interest. The most frequent method used is a personal check payable to "Christ Lincoln" or "Christ Lincoln Schools." Christ Lincoln also welcomes cash, gifts made by credit card or direct withdrawal, gifts from corporations, fraternal companies, and foundations, and/or individuals, payroll deductions, gifts of securities, tangible personal property, real estate, collections, and other assets.

Fundraising Activities

Gifts in support of fundraising activities (auctions, dinners, rummage sales, youth events, etc.) are subject to the rules pertinent to the tax deductible portion of the gift if goods or services are provided in exchange to the donor (e.g., the cost of the meal portion of a ticketed event is not a gift nor deductible).

Gifts of Stock

Gifts of closely held securities based on prior independent appraised value, paid for by the donor, and gifts of securities will be accepted. However, Christ Lincoln will not enter into any agreement that

legally obligates Christ Lincoln to sell or otherwise dispose of the securities. The Accounting Coordinator shall inform the Executive Director of Finance and Generosity of the gift, with instructions to liquidate the items as soon as possible.

Gifts of Cryptocurrency
Cryptocurrency is defined by the IRS as property. Christ Lincoln will not enter into any agreement that legally obligates Christ Lincoln to sell or otherwise dispose of cryptocurrency. The Accounting Coordinator shall inform the Executive Director of Finance and Generosity of the gift, with instructions to liquidate the cryptocurrency as soon as possible. Cryptocurrency gifts may require a qualified 3rd party appraisal for the donor to take a deduction.

Gifts of Real Property
Christ Lincoln will not enter into any agreement to sell the property as a condition of receiving the gift of property.

Gifts of real property must first undergo a certified land appraisal and survey, title search, and an administrative audit as required by the Environmental Protection Agency or other relevant regulatory bodies. The donor must pay for the appraisal, survey, title search and environmental audit.

Gifts of real estate are made with the understanding that Christ Lincoln will ordinarily make its best effort to sell the property promptly (or else Christ Lincoln may incur non-related business income or may be subjected to property taxes). Christ Lincoln cannot guarantee that it will sell the property at the donor's appraised value. Christ Lincoln will not reappraise or reassign a value to real property for the donor's valuation purposes.

Donors may contribute property to Christ Lincoln, reserving the right to use the property for a term of years or life. In such cases, donors are obligated for all expenses related to the property.

Gifts of Other Property
In the case of vehicles, furniture, or other personal property, Christ Lincoln will accept property with the intent to either use such property within its ministry or donate such property to a deserving person through its Benevolence program. While Christ Lincoln will provide a receipt for the gift and, in some cases, provide the required documentation for the Internal Revenue Service, it is the donor's responsibility to obtain an independent expert appraisal or to determine the value of the gift.

Restricted Gifts
Restricted gifts are gifts that have been given for a specific purpose and restricted by the donor. Only a donor can restrict gifts. Christ Lincoln does not accept unsolicited restricted gifts. Please visit christlincoln.org/appeals or contact the church office at (402) 483-7774 ext. 221 for a list of current approved restricted giving options. If a desired restricted purpose is not available, donors are encouraged to contact the Executive Director of Finance and Generosity for further discussion.

Flexible Use
Christ Lincoln exercises flexible use to avoid restricted assets that are for a purpose no longer relevant to the ministry or part of the ministry. Any restricted gifts given to Christ Lincoln become unrestricted after 3 years if any funds remain. Restricted Gift Agreements completed by Christ Lincoln and the donor that state a permanent designation or a timeline beyond 3 years are allowed. Donations given to Christ Lincoln signal acceptance of flexible use by the donor.

Deferred Gifts
Deferred or Planned gifts involve a current commitment by a donor to provide future funds to Christ Lincoln. If the donor intends to endow such gifts, then the donor will be encouraged to direct such gifts to the Christ Lincoln Foundation, the endowment arm of Christ Lincoln. These types of gifts generally can provide some combination of income, capital gain, gift or estate tax benefit.

The Executive Director of Finance and Generosity and Christ Lincoln's legal advisors can provide detailed information about the minimum dollar amounts, interest rates, and other details associated with the acceptance of a direct or endowed planned or deferred gift.
Acceptable methods of creating deferred direct or endowed gifts to Christ Lincoln include:

- Will bequests
- Remainder interests in personal residences or farms
- Gifts of life insurance
- Retirement Accounts (401k, IRA, Keogh, etc.)
- Pension Fund Distributions
- Charitable Gift Annuities
- Pooled Income Funds
- Charitable Remainder Uni-trusts or Annuity Trusts
- Charitable Lead Trusts

Designated Bequests
A designated bequest provided to Christ Lincoln shall be applied according to the details of the donor's will or trust unless such request conflicts with the beliefs, mission, ministry, or operations of Christ Lincoln. In the case of conflict, the Director of Ministries shall have the authority to reject or receive the designated bequest with the stated conditions.

Undesignated Bequests
Undesignated bequests to Christ Lincoln will be given to the Christ Lincoln Foundation as unrestricted assets for the long-term support and success of Christ Lincoln.

Recognition
To respect confidentiality, gifts are only recognized in a private manner unless otherwise arranged with permission of the donor(s). For special programs and campaigns generally, a list of donors or a recognition plaque may be used, again with the donor's permission.

Solicitation of Gifts

(Adapted from Association of Lincoln Development Executives, ALDE, Code of Ethics)

All entities of Christ Lincoln, as well as its volunteers who are involved in seeking donations will:

1. Seek to serve Christ faithfully and hold His name as supreme.
2. Work for the best interest of the donor.
3. Strive to model and promote the concept of Christian Stewardship among donors and involved professionals.
4. Portray an accurate and institutional mission in all communications.

5. Maintain confidentiality in handling donor and prospective donor records.
6. Offer public recognition and appreciation for a gift only after donor permission has been granted.
7. Ensure accurate use of designated gifts, optimal management of all solicited funds, and truthful reporting.
8. Comply with all federal, state, and municipal laws.
9. Deal charitably, fairly, and honestly with other professionals and organizations.
10. Maintain and encourage high levels of professional competence and accurately present professional qualifications and experiences to prospective donors.
11. Be compensated by a salary or contractual fee agreement, not by fees based on a percentage of charitable funds secured.
12. Avoid or otherwise disclose all potential conflicts of interest.

Legal Disclaimer

While Christ Lutheran Church, DBA Christ Lincoln, and its personnel will strive to maintain a high level of familiarity with current tax laws and policies, these people are unable to give legal and accounting advice to donors. Donors and prospective donors should always confer with their own legal counsel or tax advisors for opinions about tax or other legal consequences of a specific gift. Various methods of gifting can provide flexibility, security and tax savings to donors. Director of Generosity and Advancement is available to provide personalized assistance to donors seeking to understand and choose from a wide range of gift-giving possibilities. In the event that additional expertise is required, the LCMS Foundation, local attorneys, certified public accountants, and charitable estate planning officers at local colleges and charities may be available at a reduced or no cost to members and friends of Christ Lincoln.

Christ Lincoln may seek the advice of legal counsel in matters pertaining to deferred or planned giving. Planned giving agreements will generally follow the format of specimen agreements approved by legal counsel. Prospective donors are urged to seek their own counsel in matters relating to their planned gifts, tax circumstances, and estate planning.