

Lutheran Women's Missionary League Iowa West District

GIFT ACCEPTANCE POLICY

General Guidelines and Implementing Procedures

I. PURPOSE OF GUIDELINES AND IMPLEMENTING PROCEDURES

The Lutheran Women's Missionary League – Iowa West District (LWML IWD) leaders and members solicit and accept gifts for purposes that will help the organization further and fulfill its mission. The following policies and guidelines govern acceptance of gifts made to LWML IWD for the benefit of any of its mission work, programs, projects, operations, or endowment funds.

The LWML IWD Light That Endures Fund (LTEF) was adopted June 2012 at the LWML IWD Convention. Its purpose is to receive bequests and gifts and to use them to help fulfill the mission of the LWML IWD. Its governance, duties and powers are described in the LTEF Policy.

II. GENERAL GUIDELINES

- A. All gifts that the LWML IWD accepts will conform to applicable laws and regulations, especially those governing nonprofit organizations and charitable giving.
- B. All gifts offered to the LWML IWD will receive serious consideration. However, the merits of a particular gift may sometimes require extensive evaluation by appropriate LWML IWD leadership and/or, when necessary, outside advisors.
- C. LWML IWD will accept unrestricted gifts, and gifts for specific programs and purposes, provided that such gifts are not inconsistent with LWML's stated mission, purposes, and priorities.
- D. The LWML IWD will not accept gifts that are too restrictive in purpose. Gifts that are too restrictive are those that require expenditures beyond the LWML's IWD available resources, gifts that are too difficult to administer, or gifts that are for purposes outside the mission of the LWML. This determination shall be made by the Board of Directors (BOD) with recommendations from the Executive Committee (EC).
- E. Gifts received by the LWML IWD must not inhibit it from accepting gifts from other donors.
- F. The LWML IWD will maintain a log of all donor gifts received according to IRS guidelines.
- G. Endowment gifts that may become a named endowment fund will be submitted for review and approval by the LTEF committee (LTEF). This would include outright or deferred gift commitments.

H. LWML IWD will seek the advice of legal counsel and/or the LWML Gift Planning Counselor relating to acceptance and processing of gifts when appropriate. Examples include securities, real estate, transactions with potential conflicts of interest or tax implications, trustee involvement and other instances that are deemed appropriate by the President and/or EC.

I. Gifts from anyone known to the LWML IWD to be engaged in clearly illegal activities will not be accepted. LWML IWD also reserves the right to refuse gifts from any person or organization that publicly espouses a position that is contrary to the doctrine and practice of the LCMS.

III. ACTIVITIES AND TYPES OF GIFTS:

A. Cash and Check Gifts

1. All gifts by cash or check will be accepted by the LWML IWD regardless of the amount. Checks will be made payable to the LWML IWD and can be earmarked for a particular program or project with the LWML IWD. In no event will a check be made payable to an individual who represents the LWML IWD. Use of the Gift/Memorial form is encouraged for proper designation.

2. Gifts by Electronic Funds Transfer (EFT) may be accepted by the LWML IWD.

3. Matching Gifts may be accepted.

4. An undesignated cash/check gift of less than one thousand dollars (\$1,000) will be deposited into the LWML IWD Mission account.

5. An undesignated cash/check gift of one thousand dollars (\$1,000) or more will be deposited into the LTEF Legacy account.

B. Tangible Personal Property - The LWML IWD Gift Planning Counselor will coordinate with the LCMS Foundation to facilitate acceptance and liquidation of the tangible personal property for a gift to LWML IWD following the guidelines below:

1. Gifts of tangible personal property will be used by or sold for the benefit of the LWML IWD. The LWML IWD will make no representation to the donor of a gift of tangible personal property regarding the length of time the gift will be held by the LWML IWD.

2. No property which requires special display facilities or security measures will be accepted by the LWML IWD without consultation with the Executive Committee.

3. LWML IWD may require the donor to obtain an appraisal before agreeing to accept the gift.

4. When it is expected that LWML IWD will liquidate the property, consideration is made of donor expectations regarding the realized amount.

5. The LWML IWD will adhere to all IRS requirements related to disposing of gifts of tangible personal property and filing appropriate forms.

C. Other Property - Gifts of other property of any description such as mortgages, notes, copyrights, royalties, licenses, and easements will be accepted only after favorable evaluation by the LTEF or EC, and as necessary, outside advisors.

D. Planned Gifts

1. The LWML IWD will promote and accept the remainder value from the following planned gift options: a) Bequests; b) Charitable Gift Annuities; c) Charitable Remainder Trusts; d) Beneficiary Designations; and e) Gifts of Remainder Interest.

2. Planned gifts are deferred receipt gifts, whether revocable or irrevocable, in which the donor retains an interest. Donors of planned gifts will be asked to disclose, in writing, information regarding the nature and size of the gift. This information will be used for internal accounting purposes and will not be binding on the donor.

3. The LWML IWD will provide prospective donors with information about planned giving options through the Gifts of Love gift planning ministry but will always urge them to discuss specific planned giving options with legal and financial advisors of their own choosing.

4. Bequests

a. The LWML IWD will encourage donors and other constituents to make bequests/beneficiary designations to the LWML IWD through their wills, codicils to their wills, their living trusts, and/or retirement accounts/annuities.

b. Bequest gifts mature after the death of the donor and when the administration and settlement of the donor's estate has been completed. The LTEF will work with the donor's personal representative and/or other fiduciaries, as necessary and appropriate, to assist in a timely and accurate estate administration and settlement.

c. The LWML IWD will not serve as personal representative for the estate of a donor.

d. For any planned gifts the LTEF will work with appropriate consultants and/or the Gifts of Love ministry on the handling of the gift.

e. An undesignated bequest of less than, or equal to, three thousand dollars (\$3,000) will be deposited in the Legacy account.

f. An undesignated bequest of more than three thousand dollars (\$3,000) will be deposited in the Endowment account.

IV. GIFT ACKNOWLEDGEMENT

A. The LWML IWD will be responsible for stewardship of any gifts it receives from donors and will maintain accurate records and provide appropriate receipts and documentation to permit donors to avail themselves of all tax benefits to which they are entitled if an address is provided.

B. Gifts will be acknowledged by the Financial Secretary within fourteen (14) days of receipt of the gift with appropriate letters of gratitude.

C. The District President will send a personal note of thanks to donors for gifts over one thousand dollars (\$1,000).

D. Gift acknowledgments will state the amount of the gift, the date of the gift, and whether the donor received goods or services in exchange for the gift.

E. The date of the gift for income tax purposes is determined according to IRS regulations. (For further information, see IRS Publication 526.)

V. ETHICS

A. The LWML IWD will not accept gifts that are inconsistent with its mission.

B. Individuals representing the LWML IWD will be circumspect in all dealings with donors and prospective donors in order to avoid the appearance of an act of self-dealing or conflict of interest.

C. LWML IWD will urge prospective donors to seek the assistance of their own personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences.

D. All gifts to the LWML IWD from a particular donor will be proposed, encouraged, and accepted in a form consistent with the known best interests of the donor.

VI. AMENDMENT

The LTEF or EC may modify the procedures set forth in this policy for a particular gift but shall do so only with prior approval of the BOD and the modification will be reported at the next BOD meeting.

Adopted by LWML IWD BOD August 24, 2024
Revised and approved by LWML IWD BOD August 2025