



MPAEF Gift Acceptance, Donor Recognition & Refund Policy

The Menlo Park-Atherton Education Foundation (MPAEF) is deeply grateful for everyone who supports its fundraising efforts in any way, whether by contributing a cash gift to MPAEF or the One Community Campaign, attending an event, and/or donating or purchasing an auction item. All these actions raise funds for MPAEF and advance our mission of giving every child in MPCSD access to a world-class education. Additionally, MPAEF strives to meet the needs and intent of our donors whenever possible.

Gift Acceptance Policy:

MPAEF solicits and accepts gifts for purposes that will help the organization further and fulfill its mission. MPAEF 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 MPAEF for the benefit of any of its operations, programs, or services.

Standards for Gift Acceptance:

MPAEF will not accept gifts if (a) the gift or its terms are inconsistent with MPAEF's corporate charter, or its status as an IRS 501(c)(3) not-for-profit organization, (b) the terms or restrictions on the gifts would unduly hamper their usefulness, be impractical, or violate MPAEF policies, (c) the donated assets would have excessive costs or liability or be too difficult to administer in relation to their expected value, (d) the gift would result in any unacceptable consequences for MPAEF, or (e) the gift is for purposes outside MPAEF's mission. Decisions about the acceptance or refusal of gifts shall be made by the Executive Board, in consultation with the Executive Director, except as to the extent that this policy delegates acceptance authority to the Executive Director or Auction Chair(s). However, the Executive Director may decline any gift that s/he determines is not in the interests of MPAEF or violates MPAEF policies.

Gifts Generally Accepted Without Review:

Gifts may be accepted by the Executive Director without Executive Board review if such gifts are both:

1. Made in cash or marketable securities:
 - Cash: Cash gifts are acceptable in any form, including by check, money order, credit card, third-party or on-line (including Venmo, PayPal, eCheck, Donor Advised Funds, and any other types of cash gifts that would fall under these similar guidelines determined by the MPAEF Executive Board).
 - Marketable Securities: Marketable (i.e., publicly traded) securities (i.e., stocks and bonds) may be transferred electronically to a MPAEF brokerage account maintained at one or more brokerage firms. All marketable securities will be sold promptly upon receipt unless otherwise directed by MPAEF's Investment 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 MPAEF Executive Board in consultation with the Executive Director.

AND

2. Made for the general support of MPAEF or designated for a fund or purpose that has been already approved by the Board or Executive Board including:
 - Gifts for general support of MAPEF, or
 - Gifts made for a “fund-a-need” that has been approved by the Board, or
 - Gifts designated for the MPAEF Endowment without additional terms or restrictions.

Gifts of Tangible Personal Property:

- Gifts of items that will be sold in a scheduled fundraising auction shall be reviewed and maybe accepted by the MPAEF Auction Chair(s) if the estimated value is \$10,000 or less.
- Gifts of items in good working condition that would be useful to MPAEF in carrying out its operations maybe accepted by the Executive Director if the estimated value s \$10,000 or less.
- Gifts of tangible property that are believed to be worth more than what is listed above and/or that are not accepted for a scheduled auction or internal use, will be reviewed by the Executive Board as provided below.

Gifts Subject to Prior Review by the Executive Board:

All other gifts shall be reviewed by the Executive Board in consultation with the Executive Director before acceptance. Examples of gifts subject to prior review include, but are not limited to:

- Gifts of assets other than cash, publicly traded securities, or tangible personal property.
- Gifts of tangible property described above.
- Gifts with restrictions on the use or disposition of the donated property.
- Gifts designated for a restricted purpose if the Board has not already established a fund or approved the acceptance of gifts for that purpose.

Note: In reviewing gifts of assets other than money, MPAEF shall consider:

- What is the estimated value of the asset?
- How much will it cost MPAEF to own the asset (considering insurance, storage, taxes, etc.)
- How much will it cost MPAEF to sell the asset?
- How much staff or volunteer time will be required to own, manage or sell the asset?
- Will owning the asset, even for a short time, expose MPAEF to liability?
- Will it be easy to sell the asset?

- If MPAEF might consider retaining the asset, what cash flow can the asset be expected to generate?

MPAEF will not accept any asset that would jeopardize its tax-exempt status under federal tax law, that is illegal to own, sell or dispose of, or that would cause reputational harm to MPAEF.

Early Gifts:

MPAEF's Executive Director shall review and determine whether to accept any early gifts (cash or marketable securities) where the donor intends for the gift to be applied to the year ahead of the current fiscal year, if the following are met:

- Gift is received in the 4th quarter of the fiscal year (April, May, or June)
- The family/donor has already donated to MPAEF in the current fiscal year
- The family/donor does not have any unfulfilled pledges to MPAEF in the current fiscal year
- Note: MPAEF will not "split" the early gift (i.e., some of the gift is applied to this fiscal year and some to the next)

Donor Recognition Policy:

MPAEF will strive to acknowledge all contributions, regardless of their value, form or stipulations, with a written receipt or acknowledgement. However, only the following types of contributions will be used to calculate a donor's giving level for the purpose of recognition in the MPAEF's Annual Report and Donor Roll:

- Donations of cash, stock, or Donor Advised Funds (DAF's)
- Employer matching gifts
- Donations on behalf of a district family by an affiliated community member
- District family-owned business or realtor partner contributions
- Donations to a specified Fund-A-Need, solicited either via the annual auction event or at another time
- Donations to the MPAEF Endowment for Excellence in Teaching
- Donations made to the One Community Campaign, received by MPAEF
- Sponsorships – both Auction and Schoolhouse Rocks Run family sponsors
- All other direct donations to MPAEF not included in the list above but by which the donor does not receive any goods or services.

The following types of contributions are not included in the calculation of a donor's giving level for the purpose of recognition in the MPAEF's Annual Report and Donor Roll:

- In-kind donations
- Race registration fees for the Schoolhouse Rocks Run
- Auction party ticket purchases
- Auction (silent, live and online) purchases
- Any other contribution by which the donor receives goods and/or services in exchange for the contribution.

MPAEF will provide a separate recognition space in the Annual Report for in-kind donations from businesses and individuals during the reporting period for the report.

MPAEF will respect the wishes of any donor who prefers to be listed as Anonymous on the Annual Report and/or Donor Roll. Please contact the MPAEF office with your request to be listed as Anonymous (contact information at the end of this document).

Refund Policy:

MPAEF is grateful for your donation and support of our organization. Per IRS pub 1771, IRS pub 526, and 26 US Code § 170, “a donation to a charitable organization is considered an irrevocable gift.” Therefore, it is MPAEF’s policy that refunds for tax-deductible donations will only be granted in exceptional circumstances and will be returned using the original method of payment. A request for refund must be completed in writing. Examples of exceptional circumstances include: The donation was made in error, had an incorrect amount, or the selected charity was not that intended by the donor; or the donation was not authorized by the donor; or MPAEF is not able to use for its intended purpose or is not able to fulfill the gift terms.

Specific to auction items sold during the MPAEF Spring Auction Event: All items are sold “as is” and all sales are final. A bid on an item constitutes a non-refundable binding agreement to purchase the item. All auction purchases are final, non-refundable, and not exchangeable. Gift certificates are not redeemable for cash. Any dispute or claim arising from or relating to the purchase is between the donor and the winning bidder. MPAEF recommends that you review the value, use, restrictions, and expiration dates before bidding to avoid any potential disappointment. Please study the descriptions of auction items for dates, special conditions, and limitations. Please bid carefully.

Donors have the option to make a one-time gift or a monthly-recurring donation. If at any point a donor would like to stop payment on future monthly-recurring donations, they can make the request in following the refund policy listed above.

Return Benefits:

MPAEF may engage in fundraising campaigns or events in which donors are provided return benefits (e.g., event tickets) in consideration for their gifts. Such promotions shall be approved by the Executive Director or Executive Board and will generally be available to all qualifying donors. Any agreement or understanding to provide a return benefit to a donor in consideration of a gift that is outside an approved fundraising campaign or auction shall be approved by the Executive Board.

Return benefits that are more than incidental (i.e., those that would reduce the donor’s tax deduction) shall not be provided in consideration for any gift from a private foundation, donor advised fund, or qualified distribution from an individual retirement account.