This document defines the gift acceptance policies for the Dioceses of El Camino Real, a California non-profit (tax-exempt), religious Corporation, herein referred to as ECR.

**• Purpose of Policies:** ECR wishes to encourage broad and diverse giving to support its mission and goals from individuals, corporations and foundations. The purpose of this policy is to provide a governance structure to facilitate the acceptance of gifts to ECR and to provide guidance to donors, advisors and ECR representatives when making/receiving all gifts for the benefit of any of its programs and services.

**• General Provisions:** In deciding to accept and administer charitable gifts, ECR applies the following principles:

- The provisions of these policies shall apply to all gifts received by ECR for any of its programs or services.
- All gifts to ECR will be reported to the gift acceptance committee (defined below). Gifts needing special attention (as described in 5c-f below) will be referred to the Gift Acceptance Committee for review, modification if needed, and acceptance.
- The gift must have a charitable purpose matching the mission of ECR.
- The gift must be irrevocable.
- The gift must not impose material restrictions that would jeopardize the status of ECR as a non-profit religious institution or incur other penalties by the IRS or other federal, state or local authorities.
- The gift must not impose financial or legal liability on ECR.
- The name of any donor may be published in donor recognition publications or program materials as appropriate.
- The specific amount or conditions of any gift shall not be published or made generally known without the consent of the donor or donor’s legal representative. The name of any donor and the amount of donation may be published in donor recognition publications with written consent from the donor.
- The value of each gift will be recorded as of the date of its gifting.
- When deemed appropriate, the ECR gift acceptance committee will retain the advice of legal counsel or other professional advisors related to the acceptance of any gift.
- When appropriate, donors may also be advised to seek legal counsel and/or other professional advice related to their gift to ECR.
- All accepted gifts will be facilitated by ECR personnel or authorized representative.
- All gifts will be acknowledged by ECR within thirty (30) days of acceptance.
• Gift Acceptance Committee
  • The Finance Committee and the Director of Development of ECR shall constitute the Gift Acceptance Committee (herein the Committee).
  • The Committee will receive notification of all gifts made to ECR and will assist, when necessary, with the acceptance of complex or unusual gifts (5c-f below).
  • If a gift does not meet the Committee’s recommended specifications, it may ask for modifications or reject the gift altogether. It may also seek outside professional guidance.
  • The Committee will report all gift acceptance activities to the ECR Board of Trustees quarterly or more frequently as may be warranted by the circumstances of specific gifts.

• Gifts Defined: Gifts to ECR, in whatever form, may be unrestricted, temporarily restricted or permanently restricted as designated by the donor and accepted by the Committee
  • Unrestricted annual gifts support the general operations of the institution and carry no restrictions from the donor as to use.
  • Temporarily Restricted gifts support specific purposes, programs or services as designated by the donor and accepted by the appropriate governing body. Temporarily Restricted gifts will be spent in their entirety over one or more years.
  • Permanently Restricted (Endowment Fund) gifts support, in perpetuity, the sub-funds as defined by the Board of Trustees and subject to the spending policies of the Endowment Fund. Currently, those sub-funds are:
    General Purpose
    Mission Activity
    Seminarian Scholarships and Clergy Education
    Education
    Rehabilitation Ministry
    Diocesan Enhancement
    Bishop House Funds

• Types of Gifts-Current
  • Cash is acceptable in any form, including but not limited to, physical cash, checks (made out to ECR), wires, money orders, credit card charges, Donor Advised Fund distributions, etc. and may be received by ECR personnel.
  • Publicly traded securities (traded on any public exchange) will be accepted and immediately sold. All proceeds will be distributed in accordance with donor wishes.
  • Non-publicly traded securities (closely held) will be reviewed by the Committee for any restrictions, financial exposure, timing of sale or any other condition impacting the security’s appropriateness/marketability for ECR.
• **Real property** will be reviewed for acceptance by the Committee and professional advisors for its net value to ECR in light of any restrictions, encumbrances, inspections, litigation, etc.
• **Tangible personal property** may be accepted if the Committee has reason to believe the property has a realizable net value and can be readily and quickly liquidated.
• **All other property** of any description shall be reviewed for acceptance by the Committee in light of its appropriateness and marketability.

**Types of gifts-deferred:** All deferred gifts will be subject to the same policies and procedures as outlined for current gifts. No ECR personnel may act in the capacity agent, trustee, co-trustee or personal representative for a donor’s estate.

- **Bequests** of all types are actively encouraged. The Committee shall communicate with the donor’s legal representative when donor intent needs clarification.
- **Planned gifts** such as, but not limited to, charitable gift annuities, charitable remainder trusts, charitable lead trusts, life estate gifts, and/or pooled income funds are also encouraged.
- Donors are encouraged to name ECR as full/partial and/or contingent **beneficiaries** of retirement plans and/or life insurance policies. (Life insurance must be unencumbered)

**Final Considerations**

- ECR will pay no finder’s fees or commissions to any person as consideration for directing a gift to ECR.
- ECR will pay reasonable fees for professional services rendered in connection with the completion of a gift to ECR.
- Changes to these policies may be made from time to time upon approval of the Committee.
This document defines the spending policies and procedures for the Diocese of El Camino Real, a California non-profit religious institution herein referred to as ECR.

• **Purpose of Policies and Procedures**
The purpose of these policies and procedures is to provide guidelines and policies for the spending of gifts to ECR and to provide transparency for donors, advisors and ECR representatives when receiving all gifts for the benefit of any of its programs. The spending policy is designed to ensure the various funds are held and spent according to their purpose and goal.

• **Funds and Policies Defined**
Gifts to ECR, in whatever form, may be unrestricted, temporarily restricted or permanently restricted as designated by the donor and accepted by the appropriate governing body.

  • *Unrestricted annual funds* support the general operations of the institution and carry no restrictions from the donor as to use. Their expenditure is governed by the appropriate governing bodies and approved by the Board of Directors/Trustees.

  • *Temporarily Restricted* funds support designated programs, projects or services as defined by the donor and accepted by the appropriate governing bodies. Temporarily Restricted funds will be held in separate balance sheet accounts and spent in their entirety over one or more years.

  • *Permanently Restricted* funds support, in perpetuity, specified programs or services as designated by the donor and accepted by the appropriate governing bodies. Distributions from these funds are governed by a % spending policy. Funds available for distribution during any one year are defined as 3-6% of the fair market value of the assets in the fund, averaged over the prior 12 quarters. Funds invested in non-income producing assets are not included in this calculation.

• **Final Considerations**
Changes to these policies may be made from time to according to procedures outlined by the Finance Committee/Board of Trustees.