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SAEM Foundation

Solicitation and Gift Acceptance Policies

As a 501(c)(3) nonprofit organization, The SAEM Foundation (hereafter the “Foundation”) relies on charitable contributions to fulfill its mission. The Foundation solicits and accepts contributions, grants, and gifts that are consistent with its mission and that support its core programs and special projects.

Generally, donations will be accepted from individuals, partners, corporations, foundations, government agencies, or other entities without limitations. However, the Foundation reserves the right to refuse a gift for any reason. This policy pertains to sponsored and/or collaborating projects of the Foundation as well.

Any gift of any kind to the Foundation that carries any restrictions must be approved by the Foundation Board of Trustees in advance before it can be accepted.

The Foundation will refrain from providing advice about the tax treatment of gifts and will encourage donors to seek guidance from their own professional advisors to assist them in the process of making their donation.

The Foundation will provide acknowledgments to donors meeting IRS substantiation requirements for property received by the charity as a gift. However, except for gifts of cash and publicly traded securities, no value shall be ascribed to any receipt or other form of substantiation of a gift received by SAEM Foundation.

With respect to anonymous gifts, the Foundation will restrict the public release of information about the donor to the extent practical and consistent with legal and regulatory requirements.

Types of Accepted Gifts

The following types of unrestricted and restricted gifts are typically accepted by the Foundation:

- Cash (including speakers’ fees or honoraria)
- Matching Grants
- Marketable Securities
- Bequests of Cash or Marketable Securities

Cash

Cash, checks, money orders, cashier’s checks, or credit cards are accepted. SAEM Foundation will also accept third party donations for speaker fees or honoraria made on an individual’s behalf. The individual will receive credit from the SAEM Foundation for initiating the gift.

Matching Grants

Many employers will match an employee's donation of volunteer time or money to an eligible nonprofit organization through matching grant programs. The Foundation will accept most contributions from these programs. Please check with your employer for guidelines and eligibility.

Marketable Securities

Stocks, bonds or other securities may only be accepted upon approval of the CEO and/or Board of Trustees.

Bequests

A bequest is a gift made in a donor's will or living trust. Donors and supporters of the Foundation will be encouraged to make bequests of cash and marketable securities to the Foundation in their wills and trusts.

Real Property

Gifts of real property are discouraged and may be accepted only with the permission of the Board of Trustees.

Personal Property

Gifts of personal property such as art, antiques, jewelry, automobiles, or books, etc. are discouraged and may only be accepted upon approval of the Board of Trustees.

Policies

1. A contribution may be designated for a specific program or program area, or it may be left undesignated. Restrictions must be approved in advance by the Board of Trustees.
2. The Foundation will not assume any indebtedness in connection with a gift. Exceptions must be approved on a case-by-case basis in advance by the Board of Trustees.
3. Contributions must support and enhance the mission and purpose of the Foundation. Contributions which subject the organization to restrictions must be approved in advance by the Board of Trustees.
4. Associated expenses with the delivery of a gift made to the Foundation are to be borne by the donor unless otherwise agreed in writing by the Foundation. Upon the receipt of an approved gift/donation, the Foundation staff will, if requested, provide a statement for tax purposes. The statement will describe the gift in terms of extent and condition, but will not include an assessment of value. While the donor may claim a deduction for a charitable donation, the Foundation cannot determine the value of a gift. It will be the donor's responsibility to determine the fair market value of all items donated.
5. The Foundation will assume that donors rely on their own personal advisors for tax, legal, financial and other advice concerning their gifts.

Revisions

These policies have been reviewed and approved by the Foundation Board of Trustees. Except as otherwise stated within these written policies, the Board of Trustees must approve any exceptions to policy provisions. The Board of Trustees, will periodically review these policies. Any changes in these written policies require approval of the Board.

Policy Adopted: November 11, 2014