

POLICY FOR ACCEPTANCE OF DONATIONS
6/26/23 DRAFT

The NVC Board of Overseers hereby adopts the following policy to ensure transparency, fairness, accountability, and responsible stewardship of public resources in the acceptance and management of donations and gifts while aligning with the NVC's mission, values, financial resources, and legal requirements:

1. Donation Acceptance Criteria:

- a. Donations may include monetary contributions, real property, tangible assets, services, and other non-monetary items that may be used for public benefit.

2. Donation Approval Process:

- a. All potential donations will be evaluated by the NVC Board of Overseers, utilizing the Checklist attached as Exhibit A hereto and other methods as may be determined by the Board of Overseers, to ensure they meet the acceptance criteria.
- b. The Board of Overseers will assess the potential financial and non-financial impacts, risks, and benefits of each donation.

3. Restricted Donations: The NVC reserves the right to respectfully decline donations that are offered with overly restrictive caveats or conditions, or pose significant long-term financial, operational, or other burdens.

4. Donor Recognition:

- a. The NVC may acknowledge and recognize donors in appropriate ways (e.g., mention at the Overseers monthly meeting, bulletin board posting, etc.)
- b. The NVC will respect the donor's wishes regarding anonymity, if requested, unless there are legal or reporting obligations.
- c. The NVC will provide donors with written acknowledgements of the gift that may be used for tax reporting purposes.
- d. The NVC will maintain accurate records of all donations and gifts

5. Review and Amendment:

- a. This policy will be periodically reviewed to ensure its effectiveness and current relevance.

Exhibit A
NVC Donations and Gifts Checklist (Other than Unrestricted Cash)

Purpose: The NVC serves a beneficent community. Donations and gift offerings that provide an overall benefit or enjoyment to the community are appreciated and welcomed for approval consideration by the NVC Board of Overseers.

Name/Address of Donor(s):

Donation/Gift Description and Purpose:

Estimated Present Value/Cost:

Estimated Useful Life (Years):

Please provide a brief response to the following:

1. Is the purpose of the gift/donation for the replacement of existing NVC property that has become obsolete, is nearing the end of its designed lifecycle, has become inoperable, and/or intended for the improvement of NVC process or administrative efficiencies?
2. For donations/gifts not involving the express replacement of an existing NVC item, please describe the anticipated betterment to the NVC village community, along with an estimate of ongoing annual maintenance costs and/or potential final disposal expense.
3. Resources and Capacity:
 - a. Does the NVC have existing resources and capacity necessary to effectively utilize and manage the donation?
 - b. Will accepting the donation require additional staff, infrastructure, or ongoing support?
 - c. For the offered item(s), has the appropriate NVC Committee or Official been engaged for review/approval recommendation (e.g., Parks and Trees for a park bench, the NVC Technology Officer and Office Mgr. for an office printer, etc.)?
 - d. For a single donation exceeding \$250.00 in estimated value, has the NVC Finance Committee been contacted for a general financial assessment?
4. Transparency and Accountability:
 - a. Is the donation offered with clear terms and conditions? If so, what are they?
 - b. Are there any expectations or conditions attached to the donation that may impact NVC's decision-making or independence?

- c. As appropriate, has the village public been given an opportunity to opine on the donation through a public meeting or otherwise? If so, what has been the reaction of the public?

- 5. Has the NVC Village Agent been consulted for a professional opinion, including concurrence with any related terms and conditions of the offered item(s)?

- 6. Does the donor understand that all donations and gifts immediately become the property of NVC and are accepted with the understanding the donation or gift may be repurposed, reused, or disposed of in the future as deemed appropriate by the NVC board of Overseers?

- 7. Are there any other considerations not listed above that should be considered in the evaluation of the acceptance of the donation or gift?

The donor(s) signature below indicates concurrence with the above information and their full understanding of the NVC Donation policy.

Signature of Donor(s): _____

Date: _____