



Gift Acceptance and Designation Policy

Luther House welcomes and encourages donations, bequests, and charitable gifts. The following policy, approved by the Board of Luther House, (01/23/2012) is meant to provide a consistent process for managing the acceptance of such gifts. All authority over contributions ultimately resides with the Luther House Board, which will review all gifts other than cash for acceptance.

Mission

Luther House is a vibrant, welcoming, inclusive, curious, traditional-yet-progressive, Christ-centered, Spirit-inspired Lutheran Campus Ministry. We are students, faculty, university staff, international guests, and community members linked by faith and committed to academic life. We offer a place of hospitality – a gracious old home one block from campus – to meet others, form friendships, share a meal, worship, pray, make connections between faith and studies, ask questions, relax and have fun. Our purpose is to invite others more deeply into Jesus Christ and the community that bears his name so that they can discover and fulfill their callings for the sake of the world.

General Guidelines:

- The Board shall review all gifts or bequests other than undesignated cash for acceptance.
- The Board shall review all designated gifts for acceptance. Cash gifts designated for a campaign or project already approved by the Board do not require additional review.
- The Board reserves the right to decline acceptance of any gift, if in the judgment of the Board acceptance would be detrimental to the mission or the proper administration of Luther House resources.
- The Board retains discretionary authority to donate a portion of any bequest to the endowment fund. This will be done in consultation with the donor or donor's surviving family.
- Luther House will provide donors with appropriate information and receipts/acknowledgments for their gift. Adherence to IRS guidelines and/or requirements is the responsibility of the donor. (See additional information below for non-monetary gifts)

Non-Monetary Gifts:

- The general policy will be to sell or otherwise convert non-monetary gifts to cash, including any publicly traded securities (stocks, bonds, mutual funds).
- The Board may rely upon professional advisors in determining the manner, timing and procedures to be followed in converting any non-monetary gifts. If an appraisal of real or other property is required, the donor will be responsible for the expense. Donor must also provide evidence for clear ownership and/or liens or encumbrances for real property, as well as intangible personal property (such as life insurance policies, copyrights, royalties, trademarks, patents, etc.).
- The Board may choose to retain non-monetary gifts without conversion to cash if such gifts can be employed in the mission of Luther House.
- Perishable property or property requiring special facilities or security will generally not be accepted.
- The Board will notify the donor of actions with respect to non-monetary gifts (retention, rejection, sale, or other disposition).
- Luther House will NOT establish the value of a non-monetary gift. It is understood that acceptance by the Board does not represent concurrence in the value placed on the contribution by the donor. Acceptance simply represents acknowledgement that the described gift was received on a specific date. The donor, or the donor's appraiser, is responsible for establishing the value of non-monetary gifts.

Undesignated Gifts:

- Definition - a contribution for which the donor has not provided any guidelines as to where the funding support is to be directed. Luther House will use the gift for "areas of greatest need."
- Undesignated gifts provide Luther House with the greatest flexibility in meeting the needs of campus ministry. Where possible and appropriate, donors will be encouraged to make undesignated gifts.
- Undesignated gifts may be given in memory or in honor of living or deceased individuals. Publications from Luther House will acknowledge the naming of gifts.
- Undesignated gifts may be given anonymously.
- Following Board acceptance, undesignated gifts that come in the form of wills and other bequests will be acknowledged in Luther House publications.

Designated Gifts:

- Definition - a contribution for which the donor provides guidelines as to where the funding support is to be directed. Gifts may be “designated,” for instance, to a particular project or outreach of Luther House.
- Luther House may solicit gifts in connection with particular projects, campaigns, or types of campus outreach. Such gifts are Board designated, and set aside to be used for this purpose.
- Some donors may wish to designate the purposes for which a gift may be used. Although Luther House would like to accept all gifts as offered, it is not always practical or desirable for the Board to accommodate donor gift suggestions. For example, a gift requiring Luther House to provide “matching funds” for a project may not be appropriate.
- Designated gifts, which are specifically tied to the benefit of a specific individual, will not be accepted. For example, a gift for funding a scholarship or allowance for a relative of the donor.
- Designated gifts must be in compliance with IRS guidelines.
- Designated gifts may be given in memory or in honor of living or deceased individuals. Publications from Luther House will acknowledge the naming of gifts.
- Designated gifts may be given anonymously.
- Following Board acceptance, designated gifts that come in the form of wills and other bequests will be acknowledged in Luther House publications.
- The Board must communicate clearly and receive a written acknowledgement from the donor that should the time come when Luther House can no longer provide the specific service for which the gift was designated, the gift will be used for a similar service provided by Luther House. If no such service or program exists the gift shall become undesignated.
- The Board will periodically review all publicly announced designated funding options and make a judgment as to whether it would be beneficial to Luther House to make the funds undesignated or differently designated. If the Board determines such changes are in the best interest of Luther House a representative of the Board will contact the donor or surviving family to request the reallocation.