

NATIONAL ASSOCIATION OF HISPANIC JOURNALISTS

Donation, Gift & Grant Acceptance Policy

Whereas **National Association of Hispanic Journalists** actively solicits gifts and grants to further the mission of the organization, and

Whereas there is the potential for controversy if certain gifts are accepted, the organization has adopted the following Donation, Gift & Grant Acceptance Policy:

When considering whether to solicit or accept gifts, the organization will consider the following factors:

- **Values**—whether the acceptance of the gift compromises any of the core values as Journalists.
- **Compatibility**—Whether there is compatibility between the intent of the donor and the organization’s use of the gift
- **Public Relationships**—whether acceptance of the gift damage the reputation of The National Association of Hispanic Journalists.
- **Primary Benefit**—whether the primary benefit is to NAHJ versus the donor
- **Consistency**—is acceptance of the gift consistent with prior practice?
- **Form of Gift**—Is the gift offered in a form that NAHJ can use without incurring substantial expense or difficulty?
- **Effect on Future Giving**—Will acceptance of the gift encourage or discourage future gifts?

All decisions to solicit and/or accept potentially controversial gifts will be made by the Executive Committee of the Board in consultation with the Executive Director. The primary consideration will be the impact of the gift on the organization.

Gifts Generally Accepted Without Review—

- **Cash.** Cash gifts are acceptable in any form, including by check, money order, credit card, or on-line. Donors wishing to make a gift by credit card must provide the card type (e.g., Visa, MasterCard, American Express), card number, expiration date, and name of the card holder as it appears on the credit card.
- **Marketable Securities.** Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly upon receipt unless otherwise directed by NAHJ'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 Executive Committee.

- ***Bequests and Beneficiary Designations*** under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans. Donors are encouraged to make bequests to NAHJ under their wills, and to name NAHJ as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.
- **Charitable Remainder Trusts.** NAHJ will accept designation as a remainder beneficiary of charitable remainder trusts.
- ***Charitable Lead Trusts.*** NAHJ will accept designation as an income beneficiary of charitable lead trusts.

Gifts Accepted Subject to Prior Review—Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

- ***Tangible Personal Property.*** The Executive Committee shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations: does the property further the organization’s mission? Is the property marketable? Are there any unacceptable restrictions imposed on the property? Are there any carrying costs for the property for which the organization may be responsible? Is the title/provenance of the property clear?
- ***Life Insurance.*** NAHJ will accept gifts of life insurance where NAHJ is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.
- ***Real Estate.*** All gifts of real estate are subject to review by the Executive Committee. Prior to acceptance of any gift of real estate other than a personal residence, NAHJ shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit. Criteria for acceptance of gifts of real estate include: Is the property useful for the organization’s purposes? Is the property readily marketable? Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property? Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property? Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?