

GIFT ACCEPTANCE POLICY

Cascadia Behavioral Healthcare accepts gifts that are consistent with the organization's mission and that support core programs, as well as special projects.

- Donations and other forms of support including stock gifts, planned gifts, outright gifts, grants, and gifts-in-kind will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities without limitations.
- Gifts of Real Property, Personal Property (i.e. gifts of artwork), and in-kind services may only be accepted upon review and process of Cascadia Behavioral Healthcare's philanthropy office and the development committee of the Cascadia Board of Directors. The Donor(s) will be notified by the philanthropy office on the status of Cascadia's acceptance of their intended gift.

Cascadia Behavioral Healthcare recommends all prospective donors to seek the assistance of personal legal and financial advisors including when appropriate a licensed/insured appraiser of personal property including artwork, to ensure the donor has been informed and is aware of resulting tax and estate planning matters.

The following policies and guidelines govern acceptance of gifts made to Cascadia Behavioral Healthcare for the benefit of any of its operations, programs, or services. It is encouraged that this document be shared with prospective donor(s) who have expressed interest in donating gifts that are subject to review and pose consequences for the organization that it is intended to benefit.

GIFTS ACCEPTED WITHOUT REVIEW

1. **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.
2. **Publicly-held Securities.** Cascadia's broker for stock gifts is Key Private Bank. Cascadia's stock gift instructions are provided online for public accessibility. The stock gift instructions are attached to this Policy. All marketable securities will be sold promptly upon receipt. In some cases, publicly held 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 Cascadia's Board of Directors.
3. **Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Annuities and Retirement Plans.** Donors are encouraged to make bequests to Cascadia in their wills, and to name Cascadia as a beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.
4. **Charitable Remainder Trusts.** Cascadia will accept designation as a remainder beneficiary of charitable remainder trusts.

5. **Charitable Lead Trusts.** Cascadia will accept designation as an income beneficiary of charitable lead trusts.

GIFTS SUBJECT TO REVIEW FOR ACCEPTANCE

There are certain forms of gifts or donated properties that may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

1. **Tangible Personal Property.** Appropriate and designated philanthropy program staff-directed committees (gift planning committee, philanthropy committee, finance committee and/or executive committee of the board) 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? Can the property be sold to benefit the organization? 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?
2. **Life Insurance.** Cascadia will accept gifts of life insurance where Cascadia 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.
3. **Real Estate.** All gifts of real estate are subject to review by Cascadia's Board of Directors. Prior to acceptance of any gift of real estate other than a personal residence; Cascadia shall require the property to be subject to external review agencies to ensure the property does not pose a potential problem. In the event that the review reveals a potential problem, the organization may retain a qualified agent to conduct an audit if deemed necessary. Criteria for acceptance of gifts of real estate include: Is the property useful for the organization's purposes? Can the property be sold in reasonable market conditions? 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 external review or audit reflect that the property is damaged or otherwise requires remediation?

GIFTS NOT ACCEPTED

Cascadia will not accept gifts that (a) would result in violation of the organizations' charter and bylaws, (b) would result in loss of federally designated 501(c)(3) not-for-profit organization status, (c) are too difficult or too expensive to administer in relation to their value, (d) would result in any unacceptable consequences for Cascadia, or (e) are for purposes outside the organizations' missions. Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made brought to the attention of Cascadia Behavioral Healthcare Board of Directors, in consultation with the CEO and head of Cascadia's philanthropy program.

CASCADIA BEHAVIORAL HEALTHCARE – TAX EXEMPT CHARITABLE ORGANIZATION

Cascadia Behavioral Healthcare is a federally recognized tax exempt charitable organization based in Portland, Oregon and is a qualified 501(c)3 nonprofit organization with Federal Tax ID # 93-0770054, for which the Donors will be entitled to charitable contribution tax deductions under the US Internal Revenue Code sections 170(b)(A), 170(c), 2055 and 2522.