

GIFT ACCEPTANCE POLICY
HISTORIC HOMESTAKE OPERA HOUSE SOCIETY, INC.
January 2016

The Historic Homestake Opera House Society, Inc. (Opera House) solicits and accepts gifts that will help the organization further its mission. The following policies govern acceptance of gifts.

1. Acceptance of any gift is at the discretion of the Opera House. The Opera House will only accept gifts which can be used or spent consistently with the purpose and mission of the Opera House.
2. The Opera House will not provide advice about tax or other treatment of gifts and will encourage donors to seek guidance from their own professional advisors to assist them in the process of making their gift.
3. The Opera House will accept donations of cash or publicly traded securities. Gifts of in kind services will be accepted at the discretion of the Opera House.
4. Certain other gifts, real estate, personal property, in kind, non liquid securities, life insurance, and gifts whose sources are not clear or whose use is restricted in some manner, will be reviewed prior to acceptance. The Opera House will seek advice of legal counsel when appropriate.
5. The Opera House will provide acknowledgments to donors meeting IRS requirements for property received by charities as gifts. However, except for cash and publicly traded securities, no value shall be ascribed to any receipt or other form of substantiation of a gift received by the Opera House.
6. The Opera House will respect the donor's intent relating to gifts for restricted purposes. If fundraising exceeds the intended goal, or if actual purchase and or cost for completion of the intended project are less than the total amount of restricted funds, the remaining funds will be used at the discretion of the organization as approved by the board of directors.
7. The Opera House will respect the donor's intent to remain anonymous. For anonymous gifts, the Opera House will restrict information about the donor to only those staff members with a need to know.
8. The Opera House will not pay commissions or finders' fees to any third party for directing a gift or a donor to the Opera House.
9. When a donation is received from a donor for a specific fundraising campaign, The Opera House will charge an administration fee of 2 percent at the time the donation is

received. The administration fee will be disclosed in writing to all such donors, prior to their donation.

Approved by the Board of Directors on January 14, 2016