



# Clubhouse International

Creating Community: Changing the World of Mental Health

## **Clubhouse International Gift Acceptance Policy**

*Current as of June 2025*

As a humanitarian organization committed to upholding the dignity and agency of those we serve, Clubhouse International is guided by a strong moral responsibility to act with integrity, transparency, and accountability in all fundraising activities.

We accept gifts that align with our mission, values, and goals. We may decline contributions from individuals or corporations whose activities conflict with our core principles. This policy outlines the standards and procedures governing gift acceptance at Clubhouse International and serves as a guide for donors and their advisors when considering contributions.

### **1. PURPOSE**

This policy governs the acceptance of gifts for Clubhouse International, and guides donor interactions while ensuring mission alignment and risk mitigation.

### **2. MISSION STATEMENT**

Clubhouse International works to end social and economic isolation for people living with serious mental illness by growing and strengthening Clubhouse rehabilitation programs around the world.

### **3. GENERAL POLICY**

We solicit and accept gifts that support our mission, core programs, operations, and strategic priorities, subject to review for legal, ethical, and operational alignment.

### **4. DONOR USE OF PROFESSIONAL ADVISORS**

Donors are strongly encouraged to seek independent tax, legal, or financial counsel.

### **5. USE OF COUNSEL**

Clubhouse International reserves the right to consult legal counsel regarding any gift.

### **6. TYPES OF GIFTS ACCEPTED**

Subject to the review procedures outlined in this policy, Clubhouse International may accept the following types of gifts:

a) Cash and Cash Equivalents: Accepted via check, credit card, wire transfer, or from donor-advised funds and other sources. Checks must be payable to Clubhouse International, not individuals.

b) Publicly Traded Securities & Restricted Stock: Non-restricted securities are typically liquidated upon receipt. Restricted securities are subject to Finance Committee review. Pass-through gifts and securities with unresolved restrictions may not be accepted. Donors may be asked to cover costs related to removing restrictions.

c) Closely Held Securities: Accepted only with Finance Committee approval. Evaluation includes marketability, valuation, legal implications, and administrative burden.

d) Bequests & Beneficiary Designations: Includes wills, trusts, life insurance, and retirement plans. Paid-up life policies are preferred; non-paid-up policies are reviewed on a case-by-case basis.

Deferred gifts such as charitable trusts, annuities, etc. must name Clubhouse International as a direct or remainder beneficiary unless otherwise approved. We do not serve as trustees.

For all direct or deferred bequests and other planned gifts, Clubhouse International must be named as a direct or remainder beneficiary. Our Tax ID is 13-3778633.

e) Real Estate & Tangible Personal Property: Must be approved by the Finance Committee and are typically liquidated unless strategic value is determined. Environmental inspections may be required. Donors may need to cover associated costs (appraisals, taxes, etc.).

f) Other Gifts: Gifts in kind, memorials, honoraria, or intangible property may be accepted upon review.

g) Prohibited Gifts: We will not accept gifts that violate laws, require deviation from our mission, impose excessive burden, include discriminatory restrictions, or create conflicts of interest

## **7. GIFT ACCEPTANCE REVIEW PROCESS**

Routine gifts may be accepted by the Director of Development or CEO. Non-routine or complex gifts may require Finance Committee review, as outlined under Types of Gifts Accepted.

The Finance Committee is responsible for determining potential cost or burden to the organization for non-routine gifts. It may authorize administrative fees and consult with

the CEO, Board of Directors or outside counsel when gifts are complex or carry significant risk.

## **8. RESTRICTIONS ON GIFTS**

We may accept restricted gifts if their purpose aligns with our mission and priorities. Clubhouse International reserves the right to decline gifts that are overly restrictive.

All restricted gifts must be accompanied by written documentation of donor intent. Verbal instructions will be confirmed in writing.

## **9. DONOR RECOGNITION & CONFIDENTIALITY**

Recognition and naming opportunities will reflect both donor preferences and organizational guidelines. Donors may request anonymity, and we will honor such requests to the extent permitted by law.

We are committed to protecting donor privacy. Personal information of any kind is never sold to or shared with other organizations.

Donors may request removal from our email and/or mailing list at any time.

## **10. VALUATION & ACKNOWLEDGMENT**

Clubhouse International will issue timely acknowledgments for all monetary gifts. Donors are responsible for tax-related valuations. Clubhouse International does not appraise gifts but may consult third-party professionals when needed.

Donors will be advised of any fees or conditions prior to acceptance of a gift and encouraged to consult their own advisors.

## **11. DONOR INTENT**

We will make every effort to honor donor intent. If fulfilling the original purpose becomes impractical, we may seek donor permission to repurpose the gift, subject to legal guidance and Board review.

## **12. CONFLICT OF INTEREST**

Board members and staff must avoid any actual or perceived conflict of interest in connection with donors or prospective donors.

## **13. POLICY REVIEW**

This policy shall be reviewed periodically by the Executive Director and Board of Directors to ensure it remains current with applicable laws and organizational needs.