

Policy of
Greenville Woodworkers Guild, Inc.

Title:	Non-Monetary Contributions	Policy No.:	4
		Revision:	3
		Date Adopted:	Jul 16, 2012
		Resolution:	2012-30
		Date Effective:	Jul 16, 2012

Statement of Policy:

Non-monetary contributions, donations and gifts (“contributed items”) to Greenville Woodworkers Guild, Inc. (the “Guild”) shall be accepted or declined by the Guild without obligation on the part of the Guild as to the use or disposition of the contributed items.

Reason for Policy:

Non-monetary contributions to the Guild may be conditioned on the Guild performing some service or taking some action. Accepting such a contribution obligates the Guild to performing the service or taking the action on which the contribution is conditionally made. The assumption of such obligations is the responsibility of the Board of Directors.

Acceptance of a contributed item may require additional expenditures on the part of the Guild in order to install and/or use the contributed item. Approval of such expenditures is the responsibility of the Board of Directors.

Contributions must be properly acknowledged for the benefit of the contributor.

Policy Requirements:

A contributed item may be accepted on behalf of the Guild by any Guild officer providing that:

- The contributed item is relative to the officer’s area of responsibility. An offer of contribution of an item to the Guild shall always be referred to the appropriate Guild officer.
- Acceptance of the contributed item will not result in additional non-budgeted cost to the Guild. Such costs could include maintenance of the item, supplies required to use the item or additional expenditures required to place the item in service.
- The donor is advised of, and agrees that the Guild may, at its discretion, use the item, sell the item or otherwise dispose of the item.

A Guild officer who accepts a contributed item shall inform the Vice President, Fund Raising of the contribution and provide sufficient information about the item so that the Vice President, Fund Raising can originate a letter of appreciation to the donor.

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In the event that an offer to contribute an item is not consistent with the above provisions, the appropriate Guild officer will either decline the offer on behalf of the Guild or present the offer to the Board of Directors for consideration. The Board of Directors will decide to either “accept” or “decline to accept” the offer.

The Guild will not assign monetary values to contributed items.

The Vice President, Fund Raising shall prepare a letter to the donor of each contributed item accepted by an officer or by the Board of Directors expressing appreciation for the contribution. The letter will be signed by the Vice President, Fund Raising or the President. The Vice President, Fund Raising shall maintain a file of all such letters.

If the Board of Directors “declines to accept” a contribution, the Vice President, Fund Raising will prepare a letter to the donor expressing regret that the contribution cannot be accepted. The letter will be signed by the Vice President, Fund Raising or the President. The Vice President, Fund Raising shall maintain a file of all such letters.

When a donor asks that a contribution be anonymous, the identity of the donor need be disclosed only to the accepting Guild officer, the Fund Raising Chairman and the President.