

**People's Resource Center
Gift Acceptance Policy
December 2010**

1. Mission Statement: People's Resource Center (PRC) exists to respond to basic human needs, promote dignity and justice, and create a future of hope and opportunity for the residents of DuPage County, Illinois through discovering and sharing personal and community resources.

2. Purpose of Policy: The purpose of this Gift Acceptance Policy is to provide information regarding the acceptance of gifts to PRC and to provide guidance to donors and their professional advisors in completing gifts.

3. Use of Legal Counsel: PRC does not provide advice or guidance about the legal or tax implications of any gifts. Accordingly, donors are encouraged to seek their own legal and/or tax counsel before making a gift. PRC may consult with legal counsel to assist with certain types of gifts prior to acceptance of the gift.

4. Restriction on Gifts: PRC generally will accept gifts that are consistent with its mission, values, and purpose. PRC reserves the right not to accept any gift, and gifts which are counter to or beyond the scope of the mission, values and purpose of PRC will be rejected.

5. Types of Gifts:

PRC currently accepts gifts of the following types:

(A) Current Gifts

Cash, Check, Money Order, or Credit Card Contributions

Publicly Traded Securities: PRC accepts publicly-traded securities. PRC's general policy is to sell gifts of publicly-traded securities as soon as they are received.

Closely-held stock, partnership interests, and similar gifts. Acceptance of these gifts will be reviewed on a case-by-case basis. Important factors in this respect are: (1) there are no restrictions on the asset that would prevent PRC from ultimately converting the asset to cash within a reasonable period, (2) the security has some marketability, and (3) the security does not involve additional funding obligations and will not generate undesirable tax consequences.

In-kind Gifts: PRC accepts certain in-kind gifts, including donations of food, seasonal clothing, certain types of computer equipment, and other gifts that are consistent with and support our services.

Personal property and real estate: In certain circumstances, PRC may accept gifts of personal property and real estate. Potential real estate gifts will be reviewed for (1) environmental issues, (2) encumbrances and title, (3) marketability, and (4) tax consequences.

Life Insurance: PRC must be named as both the beneficiary and irrevocable owner before a life insurance policy will be recorded as a gift. Payment of any outstanding premiums on the policy also needs to be addressed before such a gift will be accepted.

Remainder Interests in Property: Gifts to PRC of remainder interests in property, such as a remainder interest in a personal residence, or interest in a charitable remainder trust, will be reviewed on a case-by-case basis. PRC normally will accept an interest as a remainder beneficiary of a charitable remainder trust, but the PRC will not act as trustee of such a trust.

(B) Charitable Bequests

PRC generally will accept charitable bequests in a donor's will or trust that are consistent with the mission, values, and purpose of PRC. For the purposes of your planned gifts, the legal name to be used to identify PRC is: **People's Resource Center**.

We encourage donors to remember PRC in their estate planning. Since the needs, policies and circumstances of PRC can change in the future, PRC requests that donors describe the purposes of their gifts as broadly as possible and avoid undue limitations and restrictions.

(C) Non-standard contributions

Please contact PRC's Development Director if you are interested in making other types of donations.

6. Reporting Requirements:

PRC will adhere to all applicable gift reporting requirements, including without limitation Internal Revenue Service requirements. PRC appreciates the generosity of donors and strives to provide written acknowledgements to all donors who make a charitable contribution.

7. Adherence to Ethical Standards:

PRC only accepts gifts that are consistent with its mission, values, and purpose.

8. Gift Acceptance Committee:

PRC's gift acceptance committee currently consists of the members of its Fund Development Committee. The gift acceptance committee may seek the advice of outside legal counsel in connection with the acceptance or rejection of gifts.

9. Amendments to Gift Acceptance Policy:

This Gift Acceptance Policy may be amended from time to time by PRC. All substantive changes must be approved by the Board of Directors.

10. Annual Review:

PRC's Fund Development Committee shall review the Gift Acceptance Policy at least annually.