

Dorothy's Place Donation Acceptance Policy



Dorothy's Place

MISSION

With love, respect and compassion, Dorothy's Place provides essential services and transitional support to people experiencing the injustice of homelessness and extreme poverty. Your participation in these services, through your donation, strengthens us in this mission.

PURPOSE

The purpose of this Donation Acceptance Policy is to describe the type of gifts that can be accepted and the manner in which they can be accepted. Dorothy's Place and its staff solicit current and deferred gifts from individuals, corporations, and foundations to help fulfill our mission.

DONOR ACKNOWLEDGEMENT

- A. General donation acknowledgment: All cash gifts to Dorothy's Place will receive an acknowledgment letter from our administrative office within one month of receipt of the gift, including a formal tax receipt with our tax ID number for any cash donation. Receipts and acknowledgments are necessary to ensure that donations are deposited correctly and also serve as additional verification of tax-deductibility for the donor.
- B. Non-cash acknowledgements are given to the donor at the time of acceptance and are IRS-compliant.
- C. Anonymity: Requests for donor anonymity will be honored, and donors who wish to remain anonymous may do so.
- D. Confidentiality: Files, records, and mailing lists regarding all donors and donor prospects are securely maintained and controlled by Dorothy's Place. This information is confidential and is strictly for the use of Dorothy's Place Board and staff. Use of this information shall be restricted to organization purposes only. We never share or sell our lists.

RESTRICTION ON GIFTS

Franciscan Workers of Junipero Serra is a nonprofit 501(c)(3) public benefit organization (federal tax ID number 77-0081240) organized under the laws of the State of California. We do business as Dorothy's Place, Dorothy's Kitchen, Women Alive Emergency Shelter, House of Peace and Chinatown Health Services Center (dba's recorded with Monterey County). Donations can be restricted by the donor to benefit a single or multiple programs. Dorothy's Place encourages the solicitation and acceptance of gifts to the organization for purposes that will help Dorothy's Place fulfill its mission. The following are guidelines pertaining to what are acceptable and non-acceptable gifts.

TYPE OF GIFTS ACCEPTED

- A. **CASH DONATIONS:** Dorothy's Place, regardless of amount, accepts gifts by cash, credit card, or check. Checks shall be made payable to Dorothy's Place unless otherwise specified. To restrict a cash donation by check or credit card to a particular program, write the donation to "Dorothy's Place" and write the program name in the memo of the check or in the 'instructions' on the credit card transaction. In no event shall a check be made payable to an individual who represents Dorothy's Place.
- B. **NON-CASH DONATIONS:**
 1. **PROFESSIONAL SERVICES:** Gifts of necessary professional services will be reviewed by Dorothy's Executive Director prior to accepting professional services. The value of these services will be formally acknowledged at the time of the services, or if year-around services are donated, in January during the reconciliation of our fiscal year (ends December 31).
 2. **TANGIBLE PERSONAL PROPERTY:** Gifts of tangible personal property to Dorothy's Place should have a use related to Dorothy's Place purpose mission. The following are acceptable examples of tangible personal property that Dorothy's Place accepts:
 - New or gently used clothing, coats, undergarments, hats, socks, shoes
 - New or gently used blankets
 - New or gently used towels
 - Hygiene Products/toiletries
 - Office supplies/equipment
 - Furniture (by pre-arrangement only, no drop-offs)
 - Food: either shelf-stable food or fresh and prepared (cooked) food, kept at temperature (hot for hot foods, cold for cold foods) until delivery to Dorothy's Kitchen).

Donated tangible personal property shall be used for community benefit in the purpose of Dorothy's Place mission. We cannot accept donations for a particular individual. Donations cannot benefit a staff member. Dorothy's Place shall adhere to all IRS requirements for accepting donations and requires donors to complete appropriate forms to do so. All donors of tangible personal property will receive a receipt of their donation at the time of acceptance that is IRS-compliant and can be used as tax proof of donation. It is the donor's responsibility to determine the value of the donation, but the value should be reasonable (the guideline is the amount you would expect to receive for the property if sold at a yard-sale).

TYPES OF NON-ACCEPTABLE GIFTS

Dorothy's Place reserves the right to refuse any gift that is not consistent with its mission. The following gifts will not be accepted by Dorothy's Place:

- A. Donations that violate any federal, state, or local statute or ordinance
- B. Donations that contain unreasonable conditions (e.g., alien or other encumbrance) or donations of a partial interest in a property
- C. Donations that are made with the condition that the proceeds will be spent by Dorothy's Place for the personal benefit of a named individual
- D. Donations that could expose Dorothy's Place to liability
- E. Donations that do not honor the dignity of the clients we serve
- F. Tangible personal property donations that are unclean or worn beyond serviceability (we only accept donations that are clean and new or gently worn).

Dorothy's Place would like to thank you for your generosity in property and time and for your desire to be part of our mission that strives to eliminate poverty and homelessness. For any questions or concerns, please ask to speak with a program manager or director.