



Southeast Missouri (SEMO) Food Bank

Gift Acceptance Policy

Updated on 6/20/25

Southeast Missouri (SEMO) Food Bank solicits and accepts gifts for purposes that will help the organization fulfill and further its mission to end hunger in southeast Missouri and use the power of food to create healthy communities. SEMO Food Bank urges all prospective donors to seek the assistance of personal legal and financial advisers in matters relating to their gifts, including the resulting tax and estate planning consequences.

SEMO Food Bank values its integrity. Gifts that may expose SEMO Food Bank to adverse publicity, require expenditures beyond SEMO Food Bank's resources or involve SEMO Food Bank in unexpected responsibilities because of their source or condition or are not consistent with SEMO Food Bank's mission will not be accepted.

SEMO Food Bank cannot accept gifts that involve unlawful discrimination nor can SEMO Food Bank accept gifts that obligate it to violate any applicable laws or regulations.

POLICIES AND GUIDELINES

The following policies and guidelines govern acceptance of gifts made to SEMO Food Bank, Inc. for the benefit of any of its operations, programs or services.

USE OF LEGAL COUNSEL

SEMO Food Bank will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- a) Gifts of securities that are subject to restrictions or buy-sell agreements.
- b) Documents naming SEMO Food Bank as trustee or requiring SEMO Food Bank to act in any fiduciary capacity.
- c) Gifts requiring SEMO Food Bank to assume financial or other obligations.
- d) Transactions with potential conflicts of interest.
- e) Gifts of property which may be subject to environmental or other regulatory restrictions.

RESTRICTIONS ON GIFTS:

SEMO Food Bank will not accept gifts that (a) would result in SEMO Food Bank violating its corporate charter, (b) would result in SEMO Food Bank losing its status as an IRS § 501(c)(3) not-for-profit organization, (c) are too difficult or too expensive to administer in relation to their value, (d) would result in any unacceptable consequences for SEMO Food Bank or (e) are for purposes outside SEMO Food



Bank's mission. Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by SEMO Food Bank.

GIFTS GENERALLY ACCEPTED WITHOUT REVIEW:

Cash. Cash gifts are acceptable in any form, including by check, money order, credit card or online. Donors wishing to make a gift by credit card must provide the card type (e.g., Visa, MasterCard, American Express), card number, expiration date and name of the cardholder as it appears on the credit card.

Noncash/In-Kind Gifts. Noncash gifts valued at \$4,999 or less that support the organization's pursuit of its mission. For noncash/in-kind gifts of \$5,000 or more, a qualified appraisal must also be submitted. All in-kind gifts are subject to review to determine suitability, condition, and compliance with current needs.

Marketable Securities. Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached. Marketable securities may be held or sold. In some cases, marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the by SEMO Food Bank.

Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans. Donors are encouraged to make bequests to SEMO Food Bank under their wills, and to name SEMO Food Bank as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.

Charitable Remainder Trusts. SEMO Food Bank will accept designation as a remainder beneficiary of charitable remainder trusts.

Charitable Lead Trusts. SEMO Food Bank will accept designation as an income beneficiary of charitable lead trusts.

GIFTS ACCEPTED SUBJECT TO PRIOR REVIEW:

Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

- **Tangible Personal Property.** SEMO Food Bank shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations: Does the property further the organization's mission? Is the property marketable? Are there any unacceptable restrictions imposed on the property? Are there any carrying costs for the property for which the organization may be responsible? Is the title/provenance of the property clear?
- **Life Insurance.** SEMO Food Bank will accept gifts of life insurance where SEMO Food Bank is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.

Southeast Missouri Food Bank | Help More. Reach More. Feed More.
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- **Real Estate.** All gifts of real estate are subject to review by SEMO Food Bank. Prior to acceptance of any gift of real estate other than a personal residence, SEMO Food Bank shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit. Criteria for acceptance of gifts of real estate include: Is the property useful for the organization's purposes? Is the property readily marketable? Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property? Are there carrying costs (including insurance, property taxes, mortgages, notes or the like) or maintenance expenses associated with the property? Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

DESIGNATION OF DONATIONS DURING DISASTER

- SEMO Food Bank uses 100 percent of designated contributions for specific disaster and emergency response programs only on expenses related to supporting that program or response. This policy applies to all of SEMO Food Bank disaster responses.
- To ensure that donors have the ability to communicate their intention regarding a gift, SEMO Food Bank's online donation page allows donors to provide instruction for how a donation is to be allocated among SEMO Food Bank various program activities. Other methods of contributions, such as by check, that include a notation in the check memo line or accompanying correspondence also will be considered as instruction to restrict the gift for particular program activities.
- Emergency contributions will be used only for emergency-related programmatic costs and administrative expenses directly related to the emergency response activity. Programmatic costs include those related to purchasing, storing, transporting, and distributing food to affected areas and the costs of programmatic staff and related travel for emergency relief-assistance functions. Directly related administrative expenses include accounting fees associated with managing emergency funds; postage related to issuing receipts to emergency donors; warehousing and packaging of food; and IT support costs that are necessary to conduct emergency-related programmatic activity.

ACKNOWLEDGING DONATIONS

A formal acknowledgement for cash donations will be sent to each donor upon acceptance of the gift. Each acknowledgement will state the tax-deductible portion of the donation. SEMO Food Bank will formally acknowledge noncash gifts in a letter containing a description of the donated item, although the actual fair market value will not be stated. Valuations provided by the donor will be stated as such.