The FOUNDATION at HPPC

GIFT ACCEPTANCE POLICY

The purpose of this Gifts Acceptance Policy is to give The Foundation at Highland Park Presbyterian Church guidelines approved by the Trustees of The Foundation at HPPC on the acceptance of gifts and to further the Mission Statement and Distribution Policy:

*The Foundation at Highland Park Presbyterian Church encourages and builds a culture of philanthropy to glorify God by receiving and investing funds received by gift and/or bequest and distributing income earned in perpetuity therefrom to (i) the agencies, institutions, ministries and special projects of the Church which are outside the normal operating budget of the Church and (ii) other Foundation approved Christian organizations.*

Such a policy will facilitate giving by allowing the Foundation to respond quickly in the affirmative, where appropriate, and to seek broader approval before acceptance, where necessary. It will also guide and encourage staff to decline gifts which are not appropriate to the organization's mission.

A major goal will be to assure all donors will be given the same consideration. Exceptions to ratify a policy will be made only by action of the Foundation at HPPC.

GUIDELINES

Representatives of the Foundation at HPPC will exercise due diligence in establishing relationships with potential donors to determine and evaluate the donor's motives for making a gift. In that regard, officials of the organization will carefully review all gifts before receipt and presentation to the Foundation for acceptance.

Staff and Trustees shall not benefit personally from fees related to gifts received, and the Foundation at HPPC shall not pay finder's fees to any other person. Staff and Trustees shall not participate in any activity that could be deemed a conflict of interest.

The Foundation will not provide legal or tax services to donors. If necessary, Staff will assist donors to secure appropriate counsel. Staff may also meet with donor's counsel and provide whatever assistance counsel might request. Organization representatives will communicate with donors and their counsel in writing about issues affecting specific situations.

TYPES OF GIFTS

In all cases, the Foundation at HPPC reserves the right to decline any gift based on the property or the proposed use.

Gifts of Cash and Publicly Traded Securities

Gift such as cash and publicly traded securities are encouraged because of their ease of transfer. Outright gifts of publicly traded securities will be sold as soon as is reasonably practicable so as to preclude the Foundation being put in a position of timing various sales. The gift value of securities is determined by the mean of the high and the low selling price of the securities on the date the stock is received in the organization offices or the date the securities are "booked" to the account in its broker's office.

Gifts of Life Insurance and Real Property

The Foundation at HPPC will not accept gifts of life insurance as outright gifts, or differed gifts. Gifts can be made by giving existing policies, by change of beneficiary, or by purchasing new insurance. The organization never recommends agents or agencies and never endorses insurance programs. Those considering gifts of new insurance are urged to survey the market by reviewing the products of several companies.

Gifts of Real Property

The Foundation at HPPC does not accept gifts of Real Property or Personal Property.

Life Income Gifts

Life income gifts such as Charitable Gift Annuities and Charitable Remainder Trusts will be administered in partnership with The Foundation at HPPC and the Texas Presbyterian Foundation.

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