

Lutheran Women's Missionary League
Michigan District Gift Acceptance Policy
General Guidelines and Implementing Procedures

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MI District Gift Acceptance Policy

GENERAL GUIDELINES AND IMPLEMENTING PROCEDURES

I. INTRODUCTION

The Lutheran Women's Missionary League (LWML) is the official women's auxiliary of The Lutheran Church—Missouri Synod (LCMS). Since 1942, the LWML has focused on affirming each woman's relationship with Christ, encouraging and equipping women to live out their Christian lives in active mission ministries and to support global missions.

II. MISSION STATEMENT

The mission of the Lutheran Women's Missionary League is to assist each woman of The Lutheran Church—Missouri Synod (LCMS) in affirming her relationship with the Triune God so that she is enabled to use her gifts in ministry to the people of the world.

III. VISION STATEMENT

The LWML is the leading group for LCMS women where each woman is welcomed and encouraged to use her unique God-given gifts as she supports global missions and serves the Lord with gladness.

IV. LWML DISTRICTS

LWML districts — usually conforming to LCMS district boundaries — link individual members, local groups, and zones to the LWML. Districts initiate programs and projects as well as implement those of the LWML.

V. PURPOSE OF GUIDELINES AND IMPLEMENTING PROCEDURES

The Lutheran Women's Missionary League – Michigan District (LWML-Michigan District) leaders and members solicit and accept gifts for purposes that will help the organization further and fulfill its mission. The following policies and guidelines govern acceptance of gifts made to LWML-Michigan District for the benefit of any of its mission work, programs, projects, operations, or endowment funds.

VI. GENERAL GUIDELINES

- A. All gifts that the LWML-Michigan District accepts will conform to applicable laws and regulations, especially those governing nonprofit organizations and charitable giving.
- B. All gifts offered to the LWML-Michigan District will receive serious consideration. However, the merits of a particular gift may sometimes require extensive evaluation by appropriate LWML-Michigan District leadership and/or, when necessary, outside advisors.
- C. LWML-Michigan District will accept unrestricted gifts, and gifts for specific programs and purposes, provided that such gifts are not inconsistent with LWML's stated mission, purposes, and priorities.
- D. The LWML-Michigan District will not accept gifts that are too restrictive in purpose. Gifts that are too restrictive are those that require expenditures beyond the LWML-Michigan District available resources, gifts that are too difficult to administer, or gifts that are for purposes outside the mission of the LWML. This determination shall be made by the Executive Committee.

- E. Gifts received by the LWML-Michigan District must not inhibit it from accepting gifts from other donors.
- F. The LWML-Michigan District Treasurer will maintain a permanent log of all donor gifts received and the original remitting documents so that knowledge of donor intent and restrictions, legal fiduciary responsibilities, and retention of archival records is maintained.
- G. Endowment gifts that may become a named endowment fund will be submitted for review and approval by the Executive Committee and/or the Board of Directors. This would include outright or deferred gift commitments.
- H. LWML-Michigan District will seek the advice of legal counsel and/or the LWML Gift Planning Counselor relating to acceptance and processing of gifts when appropriate. Examples include:
 - 1. Contracts or other documents requiring LWML-Michigan District to assume an obligation;
 - 2. Securities;
 - 3. Real estate;
 - 4. Transactions with potential conflicts of interest;
 - 5. Transactions with potential tax implications or other IRS concerns;
 - 6. Trustee involvement; and
 - 7. Other instances that are deemed appropriate by the President and/or Executive Committee.
- I. Gifts from anyone known to the LWML-Michigan District to be engaged in clearly illegal activities will not be accepted. LWML-Michigan District also reserves the right to refuse gifts from any person or organization that publicly espouses a position that is contrary to the doctrine and practice of the LCMS.

VII. ACTIVITIES AND TYPES OF GIFTS:

A. Cash, Checks, and Credit Card Gifts

- 1. Cash gifts will be accepted by the LWML regardless of the amount.
- 2. All gifts by check will be accepted by the LWML-Michigan District regardless of the amount. Checks will be made payable to the LWML-Michigan District and can be earmarked for a particular program or project with the LWML-Michigan District. In no event will a check be made payable to an individual who represents the LWML-Michigan District.
- 3. Gifts by credit card will be accepted by the LWML-Michigan District. The name and billing address of the donor, the amount of the gift, the donor's credit card number, and the credit card expiration date will be mailed or otherwise communicated to the LWML-Michigan District. Credit card information will not be stored, it will be deleted or shredded immediately after the gift is made.
- 4. Gifts by Electronic Funds Transfer will be accepted by the LWML-Michigan District. Donors will provide financial institution's name, ABA routing number, and account number to initiate a gift.
- 5. Matching Gifts will be accepted.

6. An undesignated cash gift of five thousand dollars (\$5,000) or more will be deposited into the LWML-Michigan District Endowment Fund.
7. An undesignated cash gift of less than five thousand dollars (\$5,000) will be referred to the Board of Directors/Executive Committee for determination of where it will be deposited.

B. Securities (publicly traded)

1. The LWML Gift Planning Counselor will coordinate with the LCMS Foundation to facilitate acceptance and liquidation of the asset for a gift to LWML-Michigan District.
2. If the LCMS Foundation processes a gift of securities, they will provide a gift acknowledgement and thank you letter to the donor with the gift details.
3. An undesignated securities gift of five thousand dollars (\$5,000) or more will be deposited into the LWML-Michigan District Endowment Fund.
4. An undesignated securities gift of less than five thousand dollars (\$5,000) will be referred to the Board of Directors/Executive Committee for determination of where it will be deposited.

C. Closely Held Securities (non-publicly traded)

1. The LWML Gift Planning Counselor will coordinate with the LCMS Foundation to facilitate possible acceptance and liquidation of the asset for a gift to LWML-Michigan District.
2. If the LCMS Foundation processes a gift of securities, they will provide a gift acknowledgement and thank you letter to the donor with the gift details.
3. An undesignated securities gift of five thousand dollars (\$5,000) or more will be deposited into the LWML-Michigan District Endowment Fund.
4. An undesignated securities gift of less than five thousand dollars (\$5,000) will be referred to the Board of Directors/Executive Committee for determination of where it will be deposited.

D. Real Estate

1. The LWML Gift Planning Counselor will coordinate with the LCMS Foundation to facilitate acceptance and liquidation of the asset for a gift to LWML-Michigan District.
2. If the LCMS Foundation processes a gift of real estate, they will provide a gift acknowledgement and thank you letter to the donor with the gift details.
3. An undesignated real estate gift of five thousand dollars (\$5,000) or more will be deposited into the LWML-Michigan District Endowment Fund.
4. An undesignated real estate gift in an amount of less than five thousand dollars (\$5,000) will be referred to the Board of Directors/Executive Committee for determination of where it will be deposited.

E. Life Insurance

1. The LWML Gift Planning Counselor will coordinate with the LCMS Foundation to facilitate gifting life insurance policies to LWML-Michigan District.
2. The LWML-Michigan District has no objection to being designated as the beneficiary or contingent beneficiary of a life insurance policy in which the donor retains ownership.
3. Ten percent (10%) of each unrestricted life insurance gift will be given to the Lutheran Women's Missionary League in St. Louis, MO, for the Gifts of Love ministry.
4. An undesignated life insurance gift of five thousand dollars (\$5,000) or more, will be distributed as above, i.e. ten percent (10%) to LWML, St. Louis, MO for the Gifts of Love ministry, and ninety percent (90%) into the LWML-Michigan District Endowment Fund.
5. An undesignated life insurance gift of less than five thousand dollars (\$5,000) will be distributed as above, i.e. ten percent (10%) to LWML St. Louis, MO for the Gifts of Love ministry, and ninety percent (90%) will be referred to the Board of Director/s Executive Committee for determination of where it will be deposited.

F. Tangible Personal Property

The LWML Gift Planning Counselor will coordinate with the LCMS Foundation to facilitate acceptance and liquidation of the tangible personal property for a gift to LWML-Michigan District following the guidelines below:

1. Gifts of tangible personal property will be used by or sold for the benefit of the LWML-Michigan. The LWML-Michigan District will make no representation to the donor of a gift of tangible personal property regarding the length of time the gift will be held by the LWML-Michigan District. No property which requires special display facilities or security measures will be accepted by the LWML-Michigan District without consultation with the Executive Committee.
2. LWML-Michigan District may require the donor to obtain an appraisal before agreeing to accept the gift.
3. When it is expected that LWML-Michigan District will liquidate the property, consideration is made of donor expectations regarding the realized amount.
4. The LWML-Michigan District will adhere to all IRS requirements related to disposing of gifts of tangible personal property and filing appropriate forms.
5. If the LCMS Foundation processes a gift of tangible personal property, they will provide a gift acknowledgement and thank you letter to the donor with the gift details.
6. An undesignated personal property gift of five thousand dollars (\$5,000) or more will be deposited into the LWML-Michigan District Endowment Fund.
7. An undesignated personal property gift of less than five thousand dollars (\$5,000) will be referred to the Board of Directors/Executive Committee for determination of where it will be deposited.

G. Other Property

Gifts of other property of any description such as mortgages, notes, copyrights, royalties, licenses, and easements will be accepted only after favorable evaluation by the LWML-Michigan District President, and as necessary, outside advisors.

H. Planned Gifts

1. The LWML-Michigan District will promote and accept the remainder value from the following planned gift options:
 - a) Bequests;
 - b) Charitable Gift Annuities;
 - c) Charitable Remainder Trusts;
 - d) Beneficiary Designations; and
 - e) Gifts of Remainder Interest.
2. Planned gifts are deferred receipt gifts, whether revocable or irrevocable, in which the donor retains an interest. Donors of planned gifts will be asked to disclose, in writing, information regarding the nature and size of the gift. This information will be used for internal accounting purposes and will not be binding on the donor.
3. The LWML-Michigan District will provide prospective donors with information about planned giving options through the Gifts of Love gift planning ministry but will always urge them to discuss specific planned giving options with legal and financial advisors of their own choosing.

4. Bequests

- a. The LWML-Michigan District will encourage donors and other constituents to make bequests/beneficiary designations to the LWML-Michigan District through their wills, codicils to their wills, their living trusts, and/or retirement accounts/annuities.
- b. Bequest gifts mature after the death of the donor and when the administration and settlement of the donor's estate has been completed. The LWML-Michigan District will work with the donor's personal representative and/or other fiduciaries, as necessary and appropriate, to assist in a timely and accurate estate administration and settlement.
- c. The LWML-Michigan District will not serve as personal representative for the estate of a donor.
- d. Ten percent (10%) of each unrestricted bequest gift will be given to the Lutheran Women's Missionary League in St. Louis, MO, for the Gifts of Love ministry.
- e. An undesignated bequest gift of five thousand dollars (\$5,000) or more, will be distributed as above, i.e. ten percent (10%) to LWML, St. Louis, MO for the Gifts of Love ministry, and ninety percent (90%) into the LWML-Michigan District Endowment Fund.
- f. An undesignated bequest gift of less than five thousand dollars (\$5,000) will be distributed as above, i.e. ten percent (10%) to LMWL St. Louis, MO for the Gifts of Love ministry, and

ninety percent (90%) will be referred to the Board of Director/s Executive Committee for determination of where it will be deposited.

5. Charitable Gift Annuities

- a. The LWML-Michigan District will encourage donors to establish Charitable Gift Annuities as a method of making a gift to the LWML-Michigan District.
- b. The LWML Gift Planning Counselor will coordinate with the LCMS Foundation regarding establishing Charitable Gift Annuities for donors.
- c. The LWML will make no representation that could be interpreted as marketing Charitable Gift Annuities as an investment.
- d. LWML-Michigan District will not act as administrator of the gift annuity program. Charitable Gift Annuities will be administered by the LCMS Foundation or another company of the donor's choosing.
- e. If the LCMS Foundation administers a Charitable Gift Annuity for an LWML-Michigan District donor, they will provide a gift acknowledgement and thank you letter to the donor with the gift details.
- f. Ten percent (10%) of each unrestricted Charitable Gift Annuity gift will be given to the Lutheran Women's Missionary League in St. Louis, MO, for the Gifts of Love ministry.
- g. An undesignated Charitable Gift Annuity gift of five thousand dollars (\$5,000) or more, will be distributed as above, i.e. ten percent (10%) to LWML, St. Louis, MO for the Gifts of Love ministry, and ninety percent (90%) into the LWML-Michigan District Endowment Fund.
- h. An undesignated Charitable Gift Annuity gift of less than five thousand dollars (\$5,000) will be distributed as above, i.e. ten percent (10%) to LWML St. Louis, MO for the Gifts of Love ministry, and ninety percent (90%) will be referred to the Board of Director/s Executive Committee for determination of where it will be deposited.

6. Charitable Remainder Trusts

- a. The LWML-Michigan District will encourage donors to establish charitable trusts as a method of making a gift to the LWML-Michigan District.
- b. The LWML Gift Planning Counselor can coordinate with the LCMS Foundation regarding establishing Charitable Remainder Trusts for LWML-Michigan District donors.
- c. The LWML-Michigan District recognizes that charitable trusts are established by the donor in consultation with his or her own estate planning attorney.
- d. Charitable Remainder Trusts can be managed and/or administered by the LCMS Foundation or by a commercial trust company of the donor's choosing.
- e. The LWML will not serve as trustee or co-trustee of a donor's charitable trust.
- f. Ten percent (10%) of each unrestricted Charitable Remainder Trust gift will be given to the Lutheran Women's Missionary League in St. Louis, MO, for the Gifts of Love ministry.

- g. An undesignated Charitable Remainder Trust gift of five thousand (\$5,000) or more, will be distributed as above, i.e. ten percent (10%) to LWML, St. Louis, MO for the Gifts of Love ministry, and ninety percent (90%) into the LWML-Michigan District Endowment Fund.
- h. An undesignated Charitable Reminder Trust gift of less than five thousand dollars (\$5,000) will be distributed as above, i.e. ten percent (10%) to LWML, St. Louis, MO for the Gifts of Love ministry, and ninety percent (90%) will be referred to the Board of Directors/Executive Committee for determination of where it will be deposited.

7. Beneficiary Designations

- a. The LWML will encourage donors to name the LWML-Michigan District as the beneficiary or contingent beneficiary of their retirement plans, commercial annuities, payable-on-death accounts, life insurance, and other financial assets as a method of making a gift to the LWML-Michigan District.
- b. Ten percent (10%) of each unrestricted beneficiary designation gift will be given to the Lutheran Women's Missionary League in St. Louis, MO for the Gifts of Love ministry.
- c. An undesignated beneficiary gift of five thousand dollars (\$5,000) or more, will be distributed as above, i.e. ten percent (10%) to LWML, St. Louis, MO for the Gifts of Love ministry, and ninety (90%) into the LWML-Michigan District Endowment Fund.
- d. An undesignated beneficiary gift of less than five thousand dollars (\$5,000) will be distributed as above, i.e. ten percent (10%) to LMWL, St. Louis, MO for the Gifts of Love ministry, and ninety percent (90%) will be referred to the Board of Directors/Executive Committee for determination of where it will be deposited.

8. Gifts of Remainder Interest

- a. Life estate gifts are gifts of real property in which the donor retains use of the property during the donor's lifetime.
- b. Life estate gifts are quite complex. The LWML Gift Planning Counselor will coordinate with the LCMS Foundation to facilitate acceptance of the asset for a gift to LWML-Michigan District.
- c. If the LCMS Foundation processes a life estate gift for an LWML-Michigan District donor, they will provide a gift acknowledgement and thank you letter to the donor with the gift details.
- d. Ten percent (10%) of each unrestricted gift of remainder interest will be given to the Lutheran Women's Missionary League in St. Louis, MO for the Gifts of Love ministry.
- e. An undesignated remainder interest gift of five thousand dollars (\$5,000) or more will be distributed as above, i.e. ten percent (10%) to LWML, St. Louis, MO for the Gifts of Love ministry, and ninety percent (90%) into the LWML-Michigan District Endowment Fund.
- f. An unrestricted remainder interest gift of less than five thousand dollars (\$5,000) will be distributed as above, i.e. ten percent (10%) to LMWL St. Louis, MO for the Gifts of Love ministry, and ninety percent (90%) will be referred to the Board of Directors/Executive Committee for determination of where it will be deposited.

VIII. GIFT ACKNOWLEDGEMENT

- A. The LWML-Michigan District will be responsible for stewardship of any gifts it receives from donors and will maintain accurate records and provide appropriate receipts and documentation to permit donors to avail themselves of all tax benefits to which they are entitled.
- B. Gifts will be acknowledged by the Financial Secretary within fourteen (14) days of receipt of the gift with appropriate letters of gratitude.
- C. The District President will send a personal note of thanks to donors for gifts over one thousand dollars (\$1,000).
- D. Gift acknowledgments will state the amount of the gift, the date of the gift, and whether the donor received goods or services in exchange for the gift.
- E. The date of the gift for income tax purposes is determined according to IRS regulations. (For further information, see IRS Publication 526.)
- F. When a donor makes a gift in memory of a deceased individual, at the request of the donor, the LWML-Michigan District will notify the family of the deceased or other designated individuals of the gift.
- G. When a donor makes a gift in honor of an individual or occasion, at the request of the donor, the LWML-Michigan District will notify the honoree of the gift.
- H. All memorial and tribute gifts will be acknowledged to the donor as well.
- I. All donors will be invited to enroll in the LWML Gifts of Love Legacy Circle by the Financial Secretary or Treasurer. Donors will be provided with a Gifts of Love Legacy Circle brochure with an enrollment form. District leaders are encouraged to contact LWML Gift Planning Counselors for additional information and current resources regarding the LWML Gifts of Love Legacy Circle.

IX. ETHICS

- A. The LWML-Michigan District will not accept gifts that are inconsistent with its mission.
- B. Individuals representing the LWML-Michigan District will be circumspect in all dealings with donors and prospective donors in order to avoid the appearance of an act of self-dealing or conflict of interest.
- C. LWML-Michigan District will urge prospective donors to seek the assistance of their own personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences.
- D. All gifts to the LWML-Michigan District from a particular donor will be proposed, encouraged, and accepted in a form consistent with the known best interests of the donor.

X. AMENDMENT

The Executive Committee may modify the procedures set forth in this policy for a particular gift but shall do so only with prior approval of the Board of Directors, and the modification will be reported at the next Board meeting.