



### Gift Acceptance Procedure:

PORTCO, Inc. solicits and accepts gifts for purposes that will help the organization further and fulfill its mission of providing employment to those with disabilities. PORTCO, Inc. urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. The following policies and guidelines govern acceptance of gifts made to PORTCO, Inc. for the benefit of any of its operations, programs or services.

*Gifts Generally Accepted **without** Review by President and CEO and Legal Counsel:*

- i. Cash
- ii. Marketable securities, which will be sold promptly on receipt unless otherwise directed by the donor or the President and CEO
- iii. Bequests and Beneficiary Designations under Revocable Trusts, Irrevocable Trusts, Commercial Annuities, and Retirement Plans
- iv. Charitable Remainder Trusts (as a beneficiary)
- v. Charitable Lead Trusts (as a beneficiary)
- vi. In-Kind

*Gifts Generally Accepted **with** Review by President and CEO and Legal Counsel:*

- i. Tangible Personal Property as long as the property does not match one of the criteria enumerated in *Gift Restrictions*
- ii. Life Insurance where PORTCO, Inc is named as both beneficiary and irrevocable owner of the policy and to which the donor agrees to pay, before due, any future premium payments owning on the policy
- iii. Real Estate
- iv. Cryptocurrency (Bitcoin, etc.)
- v. Commodities (gold, silver, etc.)

*Gifts Restrictions:* PORTCO, Inc will not accept gifts that a) would result in PORTCO, Inc. violating its corporate charter b) result in PORTCO, Inc. losing its status as an IRC § 501(c)(3) not-for-profit organization c) are too difficult or expensive to administer in relation to their value d) would result in any unacceptable consequences for PORTCO, Inc. or e) are for purposes outside of or contrary to PORTCO, Inc.'s mission. Decisions on the restrictive nature of a gift shall be made by President and CEO in consultation with legal counsel as necessary.