



Boston VA Research Institute, Inc.

Date: 3/18/2011

Department: Legal

POLICY NO. 11-26

TITLE OF POLICY:

Donation Policy

1.0 PURPOSE

Gifts may be designated by the donor to be used by the Boston VA Research Institute, Inc. (BVARI) for a specific purpose, for an existing fund, or for general use. BVARI's policy insures that solicitations for funds or in-kind support are free from undue influence or excessive pressure, and are respectful of the needs and interests of the donor or potential donor. VA employees are prohibited from soliciting funds from donors.

2.0 SCOPE

Donors have the following rights:

1. To be informed of BVARI's mission, the way BVARI intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the BVARI Board of Directors, and to expect the Board of Directors to exercise prudent judgment regarding the investment and use of the donation.
3. To be assured their gifts and/or donations will be used for the purposes for which they were given.
4. To receive prompt and appropriate acknowledgement and recognition.
5. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
6. To expect that all relationships with individuals representing BVARI will be professional in nature.
7. To have the opportunity for their names to be deleted from mailing lists that BVARI may intend to share.

8. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

3.0 POLICY

Privacy and confidentiality of donors.

- Unless required by law, donor's names, address and amount of contribution are not publicly revealed by BVARI without prior consent of the donor. BVARI's general practice is to reveal only donor name and the amount of the gift in reports to the board of directors and as required by both State and Federal rules and regulations.
- The stated preference of any donor for anonymity will be honored.

3.1 Mailing list policy. It is the policy of BVARI not to sell, give, or otherwise share the mailing list with any other organization or person.

3.2 Honoring the known intentions of donors. It is the practice of BVARI to honor the expressed intention of donors for the use of the financial contribution they have entrusted to the organization.

- Use of the contribution is communicated in an acknowledgement within thirty days (30) of receipt of the gift.
- When appropriate, the contribution is booked to the intended account or class by the BVARI's Finance Department.
- Reports of the designated project include the donor's name when appropriate

4.0 RELATED DOCUMENTS:

Sample donor language

5.0 REVISION HISTORY

Revision Letter	Author	Revision Date	Description of Changes
A	Jeffrey Burd	03/29/11	New Policy
B			Edit table and add rows as needed.

RELATED DOCUMENTS:

Sample language for donation letters

RESPONSIBLE OFFICER:

General Counsel

RECISSION:

RECERTIFICATION: This policy is scheduled for recertification on or before the last working day of July, 2014

Nancy Watterson-Diorio

Chief Executive Officer

DISTRIBUTION

Board of Directors, Date:

FLD: Sharepoint Server _____ E-mailed _____ to:

BVARI Staff, Stakeholders

SAMPLE LANGUAGE DEPICTING USE AND INTENTIONS OF FUNDS

The following are samples of donations restriction which may be used by donors:

RESTRICTED GIFTS**Sample Language for a Purpose-Restricted Non-Endowment Gift to Boston VA Research Institute, Inc.**

I hereby give ____[% of estate, \$ amount, or specific asset]____ ('Principal') to BOSTON VA RESEARCH INSTITUTE, INC. ("BVARI"), a nonprofit medical research and educational institution. BVARI's mission is to support the research and educational activities at the VA Boston Health Care System, a medical center located in Boston, Massachusetts and a part of the Department of Veterans Affairs. This gift, including Principal, interest and gains at the discretion of BVARI, shall be used by BVARI to _____. The property comprising this gift may, for investment purposes, be merged with other investment assets of BVARI.

Sample Language to Establish a Purpose-Restricted Endowment Fund at Boston VA Research Institute, Inc.

I hereby give ____[% of estate, \$ amount, or specific asset]____ to BOSTON VA RESEARCH INSTITUTE, INC. (hereinafter, "BVARI"), a nonprofit medical research and educational institution. BVARI's mission is to support the research and educational activities at the VA Boston Health Care System, a medical center located in Boston, Massachusetts and a part of the Department of Veterans Affairs. The gift shall be entered in BVARI's books and records as THE _____ FUND*, an endowment fund to be used by BVARI to _____. The property comprising this gift may, for investment purposes, be merged with other investment assets of BVARI.

Sample Language for a Gift to an Existing Fund at Boston VA Research Institute, Inc.

I hereby give ____[% of estate, \$ amount, or specific asset]____ to BOSTON VA RESEARCH INSTITUTE, INC. ("BVARI"), a nonprofit medical research and educational institution. BVARI's mission is to support the research and educational activities at the VA Boston Health Care System, a medical center located in Boston, Massachusetts and a part of the Department of Veterans Affairs. The gift shall be included in the _____ Fund, an existing BVARI fund, and shall be subject to any rules and restrictions of that fund. The property comprising this gift may, for investment purposes, be merged with other investment assets of BVARI.

Sample Language to Establish a Purpose-Restricted Spending-Formula Fund at Boston VA Research Institute, Inc.

I hereby give ____[% of estate, \$ amount, or specific asset]____ (“Principal”) to BOSTON VA RESEARCH INSTITUTE, INC. (“BVARI”), a nonprofit medical research and educational institution. BVARI’s mission is to support the research and educational activities at the VA Boston Health Care System, a medical center located in Boston, Massachusetts and a part of the Department of Veterans Affairs. The gift shall be entered in BVARI’s books and records as THE _____ FUND*, to be used by BVARI to _____ . Principal may be expended for the fund’s purpose to the extent that in any year such expenditure of Principal is necessary in order for there to be available for expenditure a total of [ALTERNATIVE #1: ____% of the then-current market value of the fund] [ALTERNATIVE #2: \$ _____]. The property comprising this gift may, for investment purposes, be merged with other investment assets of BVARI.

NON-RESTRICTED GIFTS**Sample Language for a General Gift to Boston VA Research Institute, Inc.**

I hereby give ____[% of estate, \$ amount, or specific asset]____ (“Principal”) to BOSTON VA RESEARCH INSTITUTE, INC. (“BVARI”), a nonprofit medical research and educational institution. This gift, including Principal, interest and gains at the discretion of BVARI, shall be used for BVARI’s mission to support the research and educational activities at the VA Boston Health Care System, a medical center located in Boston, Massachusetts and a part of the Department of Veterans Affairs. The property comprising this gift may, for investment purposes, be merged with other investment assets of BVARI.

Sample Language to Establish a General Endowment Fund at Boston VA Research Institute, Inc.

I hereby give ____[% of estate, \$ amount, or specific asset]____ to BOSTON VA RESEARCH INSTITUTE, INC. ("BVARI"), a nonprofit medical research and educational institution. The gift shall be entered in BVARI's books and records as
THE _____ FUND*, a general endowment for BVARI's mission to support the research and educational activities at the VA Boston Health Care System, a medical center located in Boston, Massachusetts and a part of the Department of Veterans Affairs. The property comprising this gift may, for investment purposes, be merged with other investment assets of BVARI.

Sample Language to Establish a General Spending-Formula Fund at Boston VA Research Institute, Inc.

I hereby give ____[% of estate, \$ amount, or specific asset]____ ("Principal") to BOSTON VA RESEARCH INSTITUTE, INC. ("BVARI"), a nonprofit medical research and educational institution. The gift shall be entered in BVARI's books and records as
THE _____ FUND*, to be used by BVARI for its mission to support the research and educational activities at the VA Boston Health Care System, a medical center located in Boston, Massachusetts and a part of the Department of Veterans Affairs. Principal may be expended for the fund's purpose to the extent that in any year such expenditure of Principal is necessary in order for there to be available for expenditure a total of
[ALTERNATIVE #1: ____% of the then-current market value of the fund]
[ALTERNATIVE #2: \$ _____]. The property comprising this gift may, for investment purposes, be merged with other investment assets of BVARI.