



The mission of the ENA Foundation is to provide educational scholarships and research grants in the discipline of emergency nursing.

Fundraising Principles, Policies and Procedures

Approved by the ENA Foundation Management Board on 7.17.08

Fundraising Principles

ENA Foundation requires all employees and volunteers, including donors and members, to adhere to ethical practices when soliciting constituents for the benefit of ENA Foundation.

ENA Foundation Development Department staff are held to the highest standards of ethical conduct in fund-raising, are trained and educated in ethical fundraising standards and principles, and are provided with resources to remain familiar with professional standards.

The ENA Foundation complies with all current federal and state rules regarding solicitation and collection of charitable contributions, whether specifically addressed in these **Fundraising Principles, Policies and Procedures** or not, as well as all future revisions to those rules.

Gift Acceptance General Policy

The ENA Foundation is a 501(c)(3) tax-exempt organization (tax # 36-3746084). Contributions made by donors may be eligible for a charitable contribution income tax deduction in accordance with IRS tax regulations.

The ENA Foundation will accept all donations of cash, cash equivalents, marketable securities and certain gifts-in-kind. All other donations in whatever form are subject to approval in advance of acceptance by the ENA Foundation board of trustees and management board.

Criteria for Acceptance:

The ENA Foundation must determine if a gift meets the criteria for acceptance. In general, a charitable contribution is a gift that has three essential elements: donative intent, delivery and acceptance. The following are the general guidelines that the ENA Foundation must consider in order to accept a gift.

- The gift substantially benefits ENA Foundation.
- The gift is complete, voluntary and unconditional. In addition, there should not be any substantial benefit transferred to the donor in return for the gift.
- The gift is free of substantial restrictions on the use of donated items. (Generally, if a donor imposes substantial restrictions on the use of the donated item, the charitable deduction may be disallowed by the IRS.)

Contributions Not Accepted:

The ENA Foundation cannot accept scholarship funds for which the donor selects the recipient(s).

The ENA Foundation cannot accept sponsored research funds if they specifically involve contract deliverables, fee-for-services, proprietary research or drug protocols.

Procedures:

In the event, there arises a question as to whether a potential donation meets the criteria listed above, the Director of Development and Foundation will gather information and documentation related to the contribution and present it for consideration of the ENA Foundation board of trustees and management board. The management board with input from the board of trustees will determine if foundation will accept the gift.

When a contribution is pledged, delivery and acceptance do not occur until payments on the pledge are received. Other procedures may apply depending on the type of the gift. Please see specific ENA Foundation gift acceptance policies.

A. Gift Acceptance Policy for Cash

1. Policy Statement

The ENA Foundation will accept cash gifts. “Cash gifts” include cash, checks, credit cards, wire transfers and payroll deductions. Donors may restrict the purpose of their gift, e.g. for the purpose of scholarships or research, and should enclose documentation associated with the gift for appropriate processing. Absent written confirmation of the donor’s intent, all gifts will be considered unrestricted.

2. Contributions

a. Cash

Generally, gifts of cash are received during the ENA Annual and Leadership Conferences.

b. Checks

Contributions made by check should be made payable as follows:

ENA Foundation
915 Lee Street
Des Plaines, IL 60016

c. Credit Cards

The ENA Foundation accepts Visa, MasterCard, Discover and American Express credit cards as payment for a contribution.

d. Wire Transfers

Cash contributions made by wire are also accepted by the ENA Foundation under special circumstances. Donors should contact a Development Department representative to discuss this type of transaction. The Finance Department will work with the Development Department to facilitate receipt of such wire transfers.

e. Payroll Deductions by Employees

Many employers offer payroll deduction programs which allow their employees to have automatic payroll deductions to benefit charitable entities such as the ENA Foundation. Companies will typically process the donations and send a check or remittance to the foundation with a list of the employees and the amount each donated. Current IRS guidelines allow donors to use a pay stub, W-2 or other employer document as acknowledgement of the donation as long as the documentation furnished by the employer sets forth the amount withheld by the employer.

3. Procedures

a. Timely Receipt and Acknowledgement

All cash gifts accepted and received by the ENA Foundation staff will be processed and acknowledged in a timely manner in accordance with procedures developed by the Development and Finance Departments.

b. Restrictions

If a donation is restricted for a specific purpose, a copy of the donor's restriction will be submitted to the Finance Department.

c. Contribution Date

- i. In the event a donor makes a contribution by check, the IRS has determined that the donor is eligible for a potential charitable deduction when the check is unconditionally delivered or mailed as long as the check subsequently clears the donor's bank in due course.

Since the postmark is important in determining the date of check delivery, the Finance Department, at the beginning of a year, will forward all postmarked envelopes to ENA Foundation staff, who will note which donations have postmarked dates for the previous calendar year. This will allow the Development Office to process the acknowledgement appropriately and ensure that the donor will receive a tax receipt for the appropriate year.

- ii. The IRS has ruled that a contribution charged to a bank credit card is deductible by the donor when the amount is actually charged since the cardholder becomes immediately indebted on the date charged.

B. Gift Acceptance Policy for Marketable Securities

1. Policy Statement

The ENA Foundation will accept gifts of marketable securities. The Finance Department will calculate the amount of the contribution based on the average of the highest and lowest prices of the securities on the date the securities are received (highest and lowest prices are available on <http://finance.yahoo.com> and similar sites).

Once delivered and accepted into the ENA Foundation's account, the securities will be sold in a timely manner, so that the foundation will realize the intended amount of the gift, to the extent possible.

2. Delivery Methods

Gifts of marketable securities may be physically or electronically delivered.

a. Physical Delivery

A contribution of stock is completed upon the unconditional delivery of the stock certificate, properly endorsed stock power to ENA Foundation and a signature guarantee, if applicable. The signature on the stock power must correspond with the name as written upon the face of the stock certificate in every particular without alteration or enlargement or any change whatever and must be guaranteed by a commercial bank or a trust company or by a firm having membership in the New York or American Stock Exchange.

Donors should contact their banking institution for proper endorsement instructions. If mailed to ENAF, the donor may want to mail the stock and the guaranteed stock power separately.

For physically delivered securities, the transfer is complete when the ENA Foundation or an authorized representative actually receives the stock, stock power, and signature guarantee, if applicable. Donors should contact a Development Department representative to discuss the delivery of the stock. If the donor delivers the stock certificate to the donor's broker, the transfer is not complete until the stock is actually transferred to the ENA Foundation or ENA Foundation's agent.

b. Electronic Delivery through the Depository Trust Company (DTC)

A DTC transfer is ENA Foundation's preferred method of delivery. Information can be obtained by contacting a Development Department representative. Contributions of stock held for a donor by a brokerage firm are not considered completed until the shares are transferred to the foundation's brokerage account.

c. Electronic Delivery through the DTC of Mutual Funds

Transfers of mutual funds are accepted, but separate instructions apply and additional steps for processing are required; therefore, these types of transfers may take considerably longer than the transfer of securities. Information can be obtained by contacting a Development Department representative.

3. Procedures

Once the ENA Foundation accepts this type of gift, Development and Finance Department staff will work collaboratively to facilitate transfer of the securities and/or mutual funds. The following procedures apply to each type of delivery:

a. Physical Delivery of Marketable Securities

Once the Finance Department receives the stock certificates, power, and signature guarantee, if applicable, the department will forward the certificate and stock power to ENA Foundation's broker with a letter of direction to allow the stock to be deposited into the ENA Foundation's account and to instruct the broker to sell the stock once it is deposited.

If the certificate and stock power are separate documents, they will be mailed in separate envelopes to the broker for security purposes. The Finance Department will advise the Development Department of the net amount of proceeds received.

b. Electronic Delivery through the DTC

Development Department staff will provide ENA Foundation's delivery instructions to the donor and/or donor's broker. The Development Department will also provide notice to the Finance Department of the contribution to be delivered and the approximate date of delivery.

Once the Finance Department receives confirmation of receipt of the stock and/or mutual funds from ENA Foundation's broker, the department will forward instructions to sell the stock and/or mutual funds. The Finance Department will advise the Development Department of the net amount of proceeds received.

C. Gift Acceptance Policy for Life Insurance

1. Policy Statement

ENA Foundation may accept various types of life insurance. Donors are welcome to contact a Development Department representative to discuss the opportunities related to donating life insurance policies.

2. Contributions of Owner and Beneficiary Status

If a donor plans to contribute a life insurance policy and designate the owner of the policy to be ENA Foundation, the following criteria must be met:

a. Owner and Beneficiary

The owner and beneficiary must be designated on the policy as ENA Foundation.

b. Premiums

Additional charitable contributions to ENA Foundation will be required from the donor in the amount of the premiums, including unscheduled premiums, which may become due. The donor will agree to make the payments and submit the donation prior to the required premium payment due date. If, for unforeseen circumstances, the donor cannot continue to make donations to fund the policy premium payments, ENA Foundation reserves the right to withdraw the cash surrender value and cancel the policy or to review other alternatives available to continue the policy.

c. Specific Restrictions

Specific restrictions which apply to the use of the gift will be documented separately. If the purpose is intended to be an endowment, then the face value of the policy must meet the minimum funding standards for endowments in accordance with the foundation's current endowment policy then in effect, unless additional outright or planned gifts are combined to meet minimum funding standards.

d. Custody of the Policy

The original policy must be forwarded to ENA Foundation at the time of the gift.

3. Contributions of Beneficiary Status Only

If the donor plans to designate ENA Foundation as one of the beneficiaries and not as owner of the policy, then the following criteria must be met:

a. Beneficiary Designation

The beneficiary must be designated on the policy as ENA Foundation.

b. Restrictions

Specific restrictions which apply to the use of the gift will be documented separately. If the purpose is intended to be an endowment, then the face value of the policy must meet the minimum funding standards for endowments in accordance with the foundation's current endowment policy then in effect, unless additional outright or planned gifts are combined to meet minimum funding standards.

c. Custody of the Policy

Development Department staff will request that a copy of the policy be forwarded to ENA Foundation for recordkeeping.

4. Procedures

The Director of Development will determine acceptance of the life insurance policy on behalf of the ENA Foundation based on the criteria outlined above and the criteria outlined in the foundation's Gift Acceptance General Policy. However, if there are any costs associated with accepting the gift, the ENA Foundation Executive Director and the Chief Financial Officer must approve acceptance of the life insurance policy as well. If ENAF is the owner, the original policy will be delivered to the Finance Department for safekeeping.

D. Gift Acceptance Policy for Gifts-In-Kind

1. Policy Statement

ENA Foundation will accept donations of gifts-in-kind for the ENA Foundation's auction events or in response to other fundraising initiatives.

2. Specific IRS Regulations

a. Donor Value

The IRS rule is that the donor is responsible for determining the value of the silent auction item for purposes of federal tax treatment of the contribution. The rules regarding the determination of the proper amount to deduct for contributions of property are complex and their interpretation is the responsibility of the donor.

For non-cash gifts (except publicly traded securities) with a value in excess of \$5,000, it is necessary for the donor to complete and file an IRS form 8283, in order to be eligible for a charitable contribution income tax deduction. If the donor submits the form 8283 to ENA Foundation for acknowledgement signature, only the ENA Foundation Executive Director and the Chief Financial Officer are authorized to sign the form.

If the gift has a value of \$5,000 or more, the IRS requires an appraisal by a professional, independent appraiser, in order for the value of the gift to be accepted as a deduction. In all such cases, donors will be advised to consult with their tax advisor.

b. Bidder Value

The IRS rule is that if a successful bidder pays more than fair market value for merchandise, goods, or services, the amount paid that is more than the value of the item can be a charitable contribution if the bidder paid with the intent to make a charitable contribution.

3. Procedure

a. Donor Acknowledgement

ENA Foundation will include the following in the acknowledgement letter to the donor:

- A description (but not the value) of the noncash property contributed to ENA Foundation by the donor; and
- A statement that the ENA Foundation did not provide any goods or services in consideration for any of the property contributed to ENA Foundation.
- If the ENA Foundation did provide goods or services to the donor, the ENA Foundation will provide a description and good-faith estimate of the value of those goods and services. All estimates of the fair market

value of goods or services provided by the ENA Foundation will be prepared by the Finance Department.

b. Successful Bidder Acknowledgement

In all cases in which the successful bidder paid more than \$75, the ENA Foundation will inform the bidder that only the amount in excess of the value of the goods or services provided by the organization is deductible as a charitable contribution. ENA Foudnation will also include its good-faith estimate of the value of the goods or services provided to the bidder.

c. Services Acknowledgement

Generally, charitable contribution deductions are not allowed for donated services including professional services. A donor may wish to consult a tax advisor for guidance or to discuss if there are any exceptions. Gifts of service, however, may be acknowledged for recognition purposes by the ENA Foundation.

d. Raffle Tickets

In some instances, a raffle is held in conjunction with an auction event. The IRS has consistently enforced the rule that the amount paid for the chance to win a prize is equal to the market value of the chance of winning. As a result, there is no charitable contribution deduction allowed for purchase of a raffle ticket.

The ENA Foundation is not engaged in rendering legal, tax or investment advisory services.. The purpose of this information is to provide guidance of a general character only. For advice and assistance in specific cases and to determine if laws and regulations affecting a prospective contribution remain in effect, the services of a professional advisor should be obtained.