

THE WETLANDS INSTITUTE GIFT ACCEPTANCE POLICIES AND PROCEDURES

The Wetlands Institute, a nonprofit organization headquartered in Cape May County, New Jersey, encourages the solicitation and acceptance of gifts to The Wetlands Institute (hereinafter referred to as TWI) for purposes that will help TWI further and fulfill its mission. The following policies and procedures govern acceptance of gifts made to TWI or for the benefit of any of its endowments or programs.

I. Purpose of Policies and Procedures

The purpose of this document is to set forth the criteria that TWI and its Development Committee use to determine that a proposed gift is acceptable and to inform prospective donors and their advisors of the types of gifts TWI accepts. While these guidelines establish best practices, they are designed to provide flexibility as directed by the Board Chair and/or Development Committee Chair. Complex transactions, such as gifts of real estate, shall be considered by the Board of Trustees.

II. Use of Legal Counsel

TWI seeks the advice of outside legal counsel as appropriate on matters relating to acceptance of gifts. Review by legal counsel is usually sought in connection with:

- Closely held stock transfers that are subject to restrictions or buy-sell agreements
- Documents naming TWI as Trustee
- Gifts involving contracts, such as bargain sales or other documents requiring TWI to assume a legal obligation
- Transactions with potential conflict of interest that may invoke IRS sanctions
- Other instances in which use of counsel is deemed appropriate by TWI's Board of Trustees or Development Committee.

III. Communications with Donors

TWI holds all communications with donors and information concerning donors and prospective donors in strict confidence, subject to legally authorized and enforceable requests for information by government agencies and courts. All other requests for or releases of information concerning a donor or a prospective donor will be granted only if permission is first obtained from the donor.

IV. Conflict of Interest

TWI does not provide personal legal, financial or other professional advice to donors or prospective donors. Donors and prospective donors are strongly urged to seek the assistance of their own professional advisors in matters relating to their gifts and the resulting tax and estate planning consequences.

V. Restrictions on Gifts

Unrestricted gifts and gifts for specific programs and purposes may be accepted, provided they are consistent with TWI's mission, purposes and priorities. TWI will not accept gifts that are inconsistent with its mission, purposes or priorities or are judged too difficult to administer.

VI. Types of Gifts

The following gifts may be considered for acceptance by TWI:

- Cash
- Securities
- Tangible personal property
- Real estate
- Life insurance
- Charitable gift annuities beneficiary designations
- Charitable remainder trusts beneficiary designations
- Charitable lead trusts beneficiary designations
- Retirement plan beneficiary designations

We encourage donors to consult their own professional advisor when considering any type of planned gift.

For additional information about any of the above gifts, please contact the Development Office at 609-368-1211 or ltedesco@wetlandsinstitute.org. We would be happy to help you determine which type of gift will work best for you.