

# Westside Unitarian Universalist Congregation

## Planned Giving Program Policies

These policies will govern the operation of the Planned Giving Program of Westside Unitarian Universalist Congregation (WSUU). The Board of Trustees must be aware of and in full agreement with the objectives expressed in these policies. Any staff member or volunteer involved in the Planned Giving Program must also be thoroughly familiar with the policies.

### **PLANNED GIVING PROGRAM POLICIES**

#### **Conflict of Interests**

The best interests of all donors or prospective donors must come before those of WSUU. Any agreement with a donor must ensure that the donor's interests will not be jeopardized or curtailed. WSUU will strongly encourage all prospective donors considering a planned gift to obtain qualified independent counsel. If this policy results in a small, or even no, gift, so be it. Such an approach is essential to maintaining the confidence of donors.

#### **Use of Legal Counsel**

WSUU may seek the advice of legal counsel, selected by the Board, in matters relating to the Planned Giving Program when needed for the acceptance and/or management of complex gifts.

#### **Respect for Donor Intention**

All persons representing WSUU accept the duty to inform, serve, guide and assist prospective donors in every way possible to assure that his or her wishes are fulfilled.

#### **Confidential Information**

All information concerning donors or prospective donors, including their names, the names of their beneficiaries, the amount of gifts, size of estates, etc., will be held in strict confidence by WSUU and its representatives (including volunteers) unless WSUU obtains written permission from donors or prospective donors to release such information.

#### **Use of Funds**

The use of unrestricted planned gifts shall be undertaken by the WSUU Board of Trustees or its designee.

### **Restrictions**

Donors may place restrictions on gifts, including directing them to the WSUU Endowment Fund. Please consult with a member of the Planned Giving Committee or a knowledgeable staff person about any restrictions you may wish to make.

### **Charitable Gifts Involving Life Income**

Some types of planned gifts may resemble non-charitable estate planning approaches and investments (examples are trusts and annuities). It shall be made clear to donors that their gifts are not necessarily the most effective approach to estate conservation/planning and are not investment vehicles.

### **Disclaimer of Accuracy**

From time to time, representatives of WSUU may calculate the amount of a charitable tax deduction. Such calculations are strictly estimates and considerations related to each donor's situation may cause the estimate to be incorrect. Each individual should be urged to consult his or her own advisors regarding the exact tax implications of a contemplated gift.

### **Full Disclosure to Donors**

Any and all legally required disclosures and documents shall be given to donors prior to the execution of any gift agreement. Prospective donors will also be strongly encouraged to consult their own independent counsel prior to executing a gift agreement.

### **Gifts of Personal Property**

Gifts of non-cash items, non-publicly traded stock, real estate or other gifts that may obligate WSUU to perform specific actions will be reviewed by the Finance Committee to determine if there are liabilities or costs that would need to be assumed by WSUU in accepting the gift and whether those liabilities or costs outweigh the value of the gift.

### **Record Keeping and Donor Recognition**

Records of planned gift commitments and planned gifts that have been fulfilled shall be maintained as part of the financial records of WSUU in a manner recommended by the Planned Giving Committee. Such records will be reviewed from time to time by the Planned Giving Committee and recommendations may be made to improve the record keeping procedures.

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Planned gifts to WSUU will be recognized in the manner recommended by the Planned Giving Committee and approved by the Board of Trustees.

*Approved by the WSUU Planned Giving Task Force for submission to the Board of Trustees meeting on January 8, 2014.*

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