

## Byte Back Gift Acceptance Policy

Last updated: April 2018.

As a 501(c)(3) non-profit organization, Byte Back, Inc. ("Byte Back") relies on charitable contributions to fulfill its mission. Byte Back accepts financial support for activities in furtherance of its mission from numerous sources, including local, state, and federal government, foundations, corporations, and individuals, endeavoring to maintain a broad and diverse base of support. Byte Back's financial supporters have no influence or control over Byte Back's projects or priorities. Written grant agreements with government entities and charitable foundations that fund specific Byte Back programs and activities may have specific project deliverables. Funders do not have influence or control over the content of educational programs, communications efforts, written reports, or work product. Financial support predicated on such expectations is not accepted.

Byte Back, in soliciting or accepting contributions, shall clearly represent the organization's policies and mission, and shall honor all commitments made by Byte Back about the use of a contribution. Byte Back shall disclose to potential donors important and relevant information about the organization and shall acknowledge all contributions promptly. Specific requests by a donor about the form of acknowledgment will be honored as long as they are consistent with Byte Back's practices and policies.

Acceptance of any contribution, gift, or grant is at the discretion of Byte Back, and is subject to the following conditions:

- Contributions shall support and enhance the mission and purpose of Byte Back.
- Contributions that subject the organization to burdensome or unusual restrictions will not be accepted.
- Expenses associated with the conveyance of a gift made to Byte Back shall be borne by the donor unless agreed to in writing by Byte Back.
- Donors must rely on their own personal advisors for tax, legal, financial, and other advice concerning their gifts.
- Byte Back will not, in most cases, assume any indebtedness in connection with a gift, unless such an agreement is memorialized in writing and agreed to by appropriate Byte Back staff and, in case of a material indebtedness, the Byte Back Board of Directors.
- Byte Back will respect the intent of the donor relating to gifts accepted for restricted purposes, but it will not accept gifts with restrictions that are inconsistent with its mission and priorities or overly burdensome to administer.
- Byte Back will respect a donor's desire to remain anonymous. To the extent allowed by law, Byte Back will restrict access to information relating to anonymous donors to the Executive Director, the Board of Directors, and to staff members with a need to know.

*Gifts of Cash:* Byte Back may accept gifts of cash. Such gifts may be made via check, wire transfer, or credit card.

*Gifts of Equipment/Furniture/Software:* Byte Back may accept gifts of new or used equipment, furniture, or software that is determined by staff to be of use to the organization.

*Gifts of Public Securities:* Byte Back may accept gifts of publicly traded securities, including stocks, mutual funds, municipal and corporate bonds, and treasury bills and notes. Byte Back staff and/or advisors will verify the ownership of the security, handle the transfer of ownership, and establish a value for deferred gift calculation purposes, as well as handle the sale, liquidation and/or investment processes related to securities.

*Corporate Gift Matching:* Many companies have programs through which charitable contributions made by employees are matched. Donors may be able to double a donation to Byte Back through their company's corporate gift matching program. Donors seeking to avail themselves of a corporate matching gift program should submit their company's matching gift form along with their donation.

*Planned Giving:* A bequest to Byte Back can be a gift of a specific dollar amount, a piece of property, a percentage of an estate, or all or part of the remainder of an estate. Donors may also name Byte Back as a contingent beneficiary of an estate. A bequest to Byte Back is easy to arrange and can be made by including the following words in your will:

"I give, devise, and bequeath to Byte Back, Inc., 899 North Capitol Street NE, Suite 850, Washington, DC, 20002, (insert amount of money, percentage of estate, or describe property) to be used for its educational purposes."

A bequest to Byte Back may also consist of cash, securities, personal property, or real estate. Byte Back can also be named as the beneficiary of assets which often pass outside of a will, such as IRAs, pension plans, life insurance, or assets held in a trust.

*Tax Implications of Donations or Gifts:* The above framework does not constitute legal advice. When planning any charitable gift to Byte Back, a donor should rely upon his or her own personal tax and legal advisors.