**Gift Acceptance Policies**

**Brookhaven Treatment and Learning Center**

The Board of Trustees of Brookhaven Treatment and Learning Center (Brookhaven)recognizes the importance of charitable giving to the well-being and future of the organization, and encourages its community, staff, neighbors and other friends to contribute generously to its support its mission. These policies describe the ways Brookhaven can accept these gifts. In case of any questions not answered by these policies, Brookhaven will abide by generally accepted charitable giving accounting standards. The Board of Brookhaven will appoint a standing Gift Acceptance Committee, or the Board Executive Committee may function in its stead, to review any and all gifts that fall within the categories described below.

1. Brookhaven welcomes gifts of cash, publicly traded bonds and stock, insurance policies, real and personal property and pledges, as well as deferred gifts such as trusts, annuities, and bequests, according to standards below. For donor’s purposes gifts are dated at the time they leave the donor’s possession; in Brookhaven records all gifts are dated when received.

2. Gifts of cash, securities and paid insurance policies are accepted immediately upon receipt. Brookhaven also welcomes deferred gifts such as bequests, trusts, charitable gift annuities and life estates; Immediate and irrevocable gifts are recognized at the time of receipt; while revocable gifts are appreciated, they are not acknowledged as part of any campaign goal until realized.

3. Once each year, Brookhaven will list all donors whose gifts have been received in the fiscal year. At the end of each special campaign, a listing of donors will be published.

4. Brookhaven will maintain a Legacy Society which acknowledges the generosity of those who have left a bequest, or communicated their intention to leave a bequest to Brookhaven; this implies no financial accounting or tax benefit for revocable gifts. Donor requests for anonymity will always be honored.

5. Gifts of real estate and other property are accepted provided they can be used to advance Brookhaven’s mission, or sold to benefit Brookhaven; the customary procedure will be to sell these immediately, but Brookhaven retains the right to postpone sale; the donor may not stipulate the timing of a sale. Any appraisal and environmental assessments found necessary will be conducted at the expense of the donor prior to Brookhaven’s acceptance; the gift will only be accepted after approval by the Gift Acceptance Committee.

6. Gifts for restricted purposes will be accepted when those restrictions are a component of the budget or of an active campaign. Gifts for other restricted purposes will be accepted only after the approval of the Gift Acceptance Committee. Gifts restricted for endowment or another special purpose fund may only be applied to a new named fund if the initial gift is $25,000 or more. Additions to unrestricted funds or existing named funds will be accepted in any amount.

7. Gifts that might require any special action or change in procedures at Brookhaven will be considered by the Gift Acceptance Committee prior to acceptance. In general, Brookhaven will not accept gifts with conditions that require changes in basic elements of the Brookhaven program unless those conditions had already been approved by the Board during a planning process.

8. Brookhaven may occasionally accept gifts with the provision that an endowment or scholarship fund, building, or other property be named in honor of the donor, a member of the donor’s family, an honored friend of the organization, or another individual. Such naming opportunities will be discussed by the Gift Acceptance Committee and approved by the Board prior to gift acceptance. The Board will set and approve the appropriate gift level for these naming opportunities. Funds or buildings or other spaces may customarily only be named for individuals or families, not for businesses, organizations, themes, or other entities.

8. Brookhaven will not directly manage charitable gift annuities, and therefore any such gifts must be made with the understanding that a third party will manage and be responsible for the annuity, and make income payments directly to the donor.

9. Gifts cannot be applied to individual expenses such as residence fees, tuition, room, board or related expenses for personal benefit of a specific individual designated by the donor. Gifts may not be restricted for any purposes contrary to the values or mission of the organization, or for any purposes that would discriminate against any person or groups by reason of race, gender, ethnicity, age, sexual orientation, disability or other basis prohibited by law.

10. Most gifts offer some tax advantages to donors, and Brookhaven urges each donor to seek the most appropriate ways to maximize these advantages. While Brookhaven is anxious to discuss gift planning with each donor in so far as it applies to their gift, Brookhaven will not offer financial or estate planning advice, financial management advice, or advice on other aspects of the donor’s charitable gift planning. Each donor is urged to seek financial counsel. As necessary in negotiating the terms of a gift, Brookhaven will also retain counsel for gift management advice.