

## Gifts and Donations Policy Statements

- Donors may contribute to the National Space Science & Technology Institute directly or through the NSSTI web site. Generally, the Institute's policy is to convert non-cash gifts to cash as soon as possible. Donations are tax deductible to the extent provided by law.
- NSSTI encourages a variety of gift types and provides opportunities for patrons and donors to consider, and those are more completely described in the policy. Therefore, it is the policy of the NSSTI to encourage gifts of cash, securities, tangible property, and a variety of deferred and planned gifts.
- Once a gift is accepted by the Institute, it becomes the property of the Institute, to be used or disposed of in accordance with the wishes of the donor and the policies established by the Board of Directors. Gifts of personal property or gifts-in-kind may be accepted based upon their marketability and/or their potential use for the Institute's stated purposes.
- All gifts will receive an acknowledgment letter or an appropriate receipt. However, current IRS regulations require that the receipt of gifts valued at \$250 or more be accompanied by a written statement from the Institute confirming the donation and describing the benefits, or lack thereof, received by the donor.
- The valuation of gifts of tangible personal property and gifts-in-kind for the donor's tax purposes shall be the responsibility of the donor and not of NSSTI or any volunteer representing NSSTI.
- Prospective donors shall be encouraged in correspondence, printed brochures, and conversations to seek their own legal or tax counsel. The donor shall also be informed that all legal interpretations, advice, and tax deductions shall be based on information obtained from the donor's own counsel. Neither the staff nor any representative of NSSTI shall provide legal or tax advice to a prospective donor, unless specifically authorized to do so by the Board of Directors.
- Notification of naming NSSTI as a beneficiary in a will or in a trust shall be directed to the President, who shall then report to the Board of Directors.

## **Donor Rights, Recognition and Benefits**

All donors to any NSSTI campaign will be recognized in an appropriate manner. Recognition and benefits may include, but not be limited to, recognition in NSSTI publications, special plaques, assignment of named gift opportunities, and donor recognition events. When a donor makes a pledge commitment to a particular campaign, NSSTI will work with the donor to finalize the specific recognition for the gift.

NSSTI adheres to the following rights listed in the "Donor Bill of Rights" developed by the American Association of Fund Raising Council (AAFRC) and the National Society of Fund Raising Executives (NSFRE):

*Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:*

- 1. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.*
- 2. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.*
- 3. To have access to the organization's most recent financial statements.*
- 4. To be assured their gifts will be used for the purposes for which they were given.*
- 5. To receive appropriate acknowledgment and recognition.*
- 6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.*
- 7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.*
- 8. To be informed whether those seeking donations are volunteers of the organization or hired solicitors.*
- 9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.*
- 10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.*

## **Contact Us**

If you would like to make a tax-deductible gift to NSSTI or have any questions, please contact:

Rick Reese  
Development Committee Chairperson  
Ph: 719 637-6938; E-mail: [y2kgold@pcisys.net](mailto:y2kgold@pcisys.net)