



Pro Kids | The First Tee of San Diego Gift Acceptance Policy

MISSION

Pro Kids | The First Tee of San Diego's mission is to challenge underserved youth to excel in life by promoting character development, life skills, and values through education and the game of golf.

PURPOSE

This policy serves as a guideline for Pro Kids | The First Tee of San Diego staff, board members, consultants and advisors who administer the gift planning and solicitation process, and for prospective donors who wish to make gifts to Pro Kids | The First Tee of San Diego.

The First Tee of San Diego solicits and accepts gifts for purposes that will help the organization fulfill its mission. Pro Kids | The First Tee of San Diego urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences.

GIFTS GENERALLY ACCEPTED

- Cash. Cash gifts are acceptable in any form, including by check, money order, credit card, or online at www.thefirstteesandiego.org.
- Donors wishing to make a gift by credit card must provide the card type (Visa, MasterCard or American Express), card number, expiration date, verification code, and name of the card holder as it appears on the credit card.
- Marketable Securities. Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly upon receipt unless otherwise directed by the Gift Acceptance Committee. In some cases marketable securities may be restricted, for example, by applicable securities laws or the terms of the

proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the Gift Acceptance Committee.

- Charitable Bequests. Pro Kids | The First Tee of San Diego will accept a charitable bequest in a will or testamentary trust, subject to gift acceptance policies then in effect. Sample language:

For a specific bequest: I hereby give and bequeath \$_____ (or ____%) from my estate (or trust) to Pro Kids Golf Academy, doing business as Pro Kids | The First Tee of San Diego, a nonprofit, tax-exempt corporation under Section 501(c)(3) of the Internal Revenue Code, located in San Diego, CA, for its general purposes. Tax ID Number: 33-0617741.

For a remainder gift: I give and bequeath all (or ____%) of the rest, residue and remainder of my estate (or trust) to Pro Kids Golf Academy, doing business as Pro Kids | The First Tee of San Diego, a nonprofit, tax-exempt corporation under Section 501(c)(3) of the Internal Revenue Code, located in San Diego, CA, for its general purposes. Tax ID Number: 33-0617741.

- Beneficiary Designations. Pro Kids | The First Tee of San Diego will accept a beneficiary designation in a revocable or irrevocable trust, life insurance policy, 401k or other retirement plan.
- Charitable Remainder Trusts. Pro Kids | The First Tee of San Diego will accept designation as a remainder beneficiary of a charitable remainder trust. The net present actuarial value of Pro Kids | The First Tee of San Diego's interest must be at least \$25,000. Pro Kids | The First Tee of San Diego cannot serve as trustee.
- Charitable Lead Trusts. Pro Kids | The First Tee of San Diego will accept designation as an income beneficiary of charitable lead trusts. Pro Kids | The First Tee of San Diego cannot serve as trustee.

GIFTS GENERALLY ACCEPTED SUBJECT TO PRIOR REVIEW

Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

- Tangible Personal Property. Pro Kids | The First Tee of San Diego shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations: does the property fulfill The First Tee mission? Is the property marketable? Are there any unacceptable restrictions imposed on the property? Are there any carrying costs for the property for which The First Tee may be responsible? Is the title/provenance of the property clear?
- Life Insurance. Pro Kids | The First Tee of San Diego will accept gifts of life insurance where Pro Kids | The First Tee of San Diego is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy. If premiums are not paid, Pro Kids | The First Tee of San Diego may convert a whole life policy to a paid up policy or exchange the policy for its cash value.
- Real Estate. All gifts of real estate are subject to review by the Gift Acceptance Committee. Prior to acceptance of any gift of real estate, Pro Kids | The First Tee of San Diego shall require a title search, independent appraisal, and an environmental review or audit. Criteria for acceptance of gifts of real estate include: is the property useful for the organization's purposes? Is the property readily marketable? Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property? Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property? Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

GIFTS NOT ACCEPTED

Pro Kids | The First Tee of San Diego may elect not to accept gifts of any type if there is reason to believe that such gifts are incompatible with the mission, conflict with its core values, constitute an actual or perceived conflict of interest, or would create a financial or administrative burden. Examples of gifts Pro Kids | The First Tee of San Diego will not accept include, but are not limited to:

- Closely-held stock or other non-publicly traded securities
- Restricted stock or other securities
- Partnership or other business interests
- Bargain sales
- Partial real estate interests or life estates
- Charitable gift annuities
- Gifts requiring Pro Kids | The First Tee of San Diego to act as trustee or fiduciary
- Vehicles, boats, airplanes
- Unusual gifts

GIFT ACCEPTANCE AUTHORITY

Any officer of Pro Kids | The First Tee of San Diego, as well as the Executive Director, each have authority to accept gifts and pledge commitments and to sign gift agreements on behalf of the organization. Fundraising consultants must submit proposed gift arrangements to the Board President or Treasurer for final review and acceptance.

Pro Kids | The First Tee of San Diego may refer due diligence review and questions about gifts to the Gift Acceptance Committee, comprised of the officers of Pro Kids | The First Tee of San Diego and the Executive Director. The Gift Acceptance Committee may consult with outside legal counsel or financial consultants and may refer decisions to Pro Kids | The First Tee of San Diego Board for consideration.

DONOR RESTRICTIONS ON GIFTS

All gifts are considered to be available for unrestricted and immediate use by Pro Kids | The First Tee of San Diego unless specifically restricted in writing by the donor at the time of the gift or pledge commitment, and the restrictions are accepted in writing by Pro Kids | The First Tee of San Diego.

Pro Kids | The First Tee of San Diego will not accept gifts that (a) would result in The First Tee's violating its corporate charter, (b) would result in The First Tee's losing its tax-exempt status under § 501(c)(3) of the Internal Revenue Code, (c) are too difficult or too expensive to administer in relation to their value, (d) would result in any unacceptable consequences for The First Tee, (e) would establish a permanent or temporary endowment, or (f) are for purposes outside The First Tee mission. Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Gift Acceptance Committee.

With respect to donor restrictions, if future circumstances change, or the donor does not fulfill his or her pledge obligation, or the restricted purposes become illegal, impractical, or no longer meet the needs of Pro Kids, then Pro Kids | The First Tee of San Diego may release the restriction and designate an alternative use of the gift to fulfill Pro Kids | The First Tee of San Diego mission.

GIFT ACKNOWLEDGMENTS

Pro Kids | The First Tee of San Diego will provide donors with a written gift acknowledgment in accordance with applicable law that includes any special recognition applicable to the gift. Pro Kids | The First Tee of San Diego may require the donor to sign a written pledge commitment for pledged gifts or to sign a gift agreement to reflect special terms and conditions.

Pro Kids | The First Tee of San Diego is a licensed trade name of Pro Kids Golf Academy, a San Diego-based nonprofit corporation, exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. Federal Employer Identification Number 33-0617741. Pro Kids | The First Tee of San Diego is part of a network of chapters licensed by The First Tee, a division of World Golf Foundation, Inc., St. Augustine, Florida.

CONFIDENTIAL INFORMATION

All donor information including names and addresses, beneficiaries, nature and worth of assets, amount of bequests and any other matter deemed personal by the donor shall be kept strictly confidential by Pro Kids | The First Tee of San Diego. However, Pro Kids | The First Tee of San Diego may publish the donor's name and gift amount in published reports unless specifically prohibited by the donor. In select cases, donors may be asked on a purely voluntary basis whether Pro Kids | The First Tee of San Diego may use additional information for purposes of referral, testimonial or example to promote giving to The First Tee mission.