



The Chicago Bar Foundation Gift Acceptance Policy (Adopted December, 2005)

Introduction

The Chicago Bar Foundation (CBF) is a public charity supported by the generous contributions of thousands of members of The Chicago Bar Association and many other individuals and organizations committed to the CBF's mission of improving access to justice for the less fortunate in our community. As such, the CBF is committed to being as welcoming and flexible as practicable in soliciting and accepting gifts that advance the CBF's mission.

The CBF will treat any gift received as unrestricted unless otherwise specified by the donor and agreed to by the CBF as part of the transaction. The CBF reserves the right to refuse any gift it deems to be: (1) beyond the scope of the CBF's mission, or (2) unlikely to materially advance the CBF's mission.

This policy applies to all gifts of cash or property, including bequests and other planned gifts. This policy does not apply to donations of services. All determinations as to whether to accept donations of services will be in the sole discretion of the CBF's Executive Director, subject to ultimate oversight of the CBF Board.

Guidelines for Acceptance of Gifts

Gifts of Cash

The CBF will accept monetary contributions that support its mission. These donations may be in the form of cash, check, money order, or credit card (Visa or Mastercard).

Gifts of Publicly Traded Securities

The CBF will accept gifts of publicly traded securities. These securities will be sold by the CBF as soon as practicable after receipt.

Auction and Raffle Gifts

The CBF periodically will accept non-cash items donated for use as auction or raffle prizes at special fundraising events. The determination of whether to accept these items

is in the sole discretion of the CBF Executive Director, who will consult with the CBF Development Staff in making these determinations.

Gifts of Equipment, Furniture and Other Goods

The CBF may accept gifts of new or used equipment, furniture or other goods that are determined to be of use to the CBF. The decision as to whether to accept these gifts will be in the sole discretion of the CBF Executive Director. In addition, the CBF may facilitate the donation of these items directly to its grantee organizations.

Other Gifts

Gifts not mentioned above will be reviewed by the CBF Board of Directors to determine whether the CBF will accept the gift and, if accepted, the proper disposition of the gift.

Recognition of Gifts

Unless otherwise requested by the donor, the CBF will recognize each of its donors by name in annual reports and other similar publicity in accordance with the CBF's Donor Privacy Policy. Unless otherwise requested by the donor, the CBF will give additional special recognition of donor gifts under the following circumstances:

CBF Abraham Lincoln Circle of Justice

Any donor who contributes at least \$12,500, or pledges to contribute at least \$12,500 over a period of time not to exceed 5 years, will be designated as a member of the CBF's *Abraham Lincoln Circle of Justice*. Members of the *Lincoln Circle* who already have fulfilled their original commitment and continue to make contributions of at least \$2,500 per year will be recognized as Sustaining Members of the Lincoln Circle.

CBF Fellows

Any donor who contributes at least \$1,500, or pledges to contribute at least \$1,500 over a period of time not to exceed 5 years, will be designated a *Fellow* of The Chicago Bar Foundation. Fellows who already have fulfilled their original commitment and continue to make contributions of at least \$300 per year will be recognized as Sustaining Fellows.

Named Funds

The CBF will establish named funds for a period of up to ten years to recognize gifts of \$100,000 or more. The CBF also will consider establishment of a longer term or permanent CBF named fund for gifts of \$500,000 or more. Gifts that do not meet these minimum thresholds may be designated as named funds subject to approval from the CBF Board of Directors.

Gifts in Honor or Memory of another person

The CBF will honor specific requests for acknowledgement of a gift in honor or memory of another person and recognize those gifts in annual reports and other similar publicity.