

CRC Retreat Partners Inc Gift Acceptance Policy

The Christian Renewal Center (CRC) Staff and Board of Directors are dedicated to ensuring a Christian environment where people can come together for spiritual renewal, reflection and growth as they seek to strengthen their relationship with our Lord Jesus Christ. Gifts that are donated to the CRC will be joyfully accepted and faithfully used to further this mission.

General Principles

1. The CRC appreciates the spirit of giving inherent in each donor's prospective gift and thanks each donor for their thoughts and intentions.
2. The CRC wishes to accept any gift that can be used consistently with the purpose and mission of the CRC, so long as it is within the policies of the CRC and / or Archdiocese of Galveston-Houston and the bounds of law and tax regulations.
3. The CRC will honor the intent of the donor on all gifts accepted.

Specific Policies

The Archdiocese of Galveston-Houston (ADGH) owns the CRC property and buildings while the CRC Retreat Partners Inc operate the property as a Catholic Christian retreat center. The nature and disposition of all gifts will be determined by the nature and intent of the gift, and the use, ownership or implementation will be determined by either the CRC Retreat Partners Inc solely or the CRC Retreat Partners Inc in coordination with the Archdiocese.

1. Unrestricted cash gifts will be accepted and acknowledged through the normal accounting procedures of the CRC.
2. Restricted or designated cash gifts given for normal operating needs will be accepted upon approval of the Business Manager or Executive Director as delegated by the President, CRC Retreat Partners Inc
3. The CRC Retreat Partners Inc have sole responsibility for accepting memorials and endowment gifts and establishing appropriate recognition procedures. Memorials and endowments that take the form of facility or infrastructure changes are subject to final acceptance by the ADGH pursuant to real property and other policies.
4. Acceptance of non-cash gifts will be the responsibility of the Business Manager or Executive Director, as delegated, and must have the prior approval of the CRC Retreat Partners Inc Board of Directors. Gifts of stock, various kinds of securities, insurance products, automobiles, furniture, jewelry, and other items of value must be unencumbered and given outright to the CRC Retreat Partners Inc for conversion,

Approved at May 22, 2015 Board Meeting

liquidation or disposition. The Board reserves the right to refuse or return, any gift determined to be unacceptable because of condition, value, marketability, or any other reason deemed problematic; at the sole discretion of the CRC Retreat Partners Inc.

5. Gifts of in-kind personal, commercial or industrial services will be accepted at the discretion of the Business Manager or Executive Director, as delegated.
6. All non-cash gifts (except for real estate) must be liquidated immediately. Real estate gifts may be liquidated following procedures set out in Section III of the ADGH “Internal Control Manual” Policy (REAL ESTATE DONATION POLICY AND PROCEDURES).
7. All gifts of real estate must be given with an appropriate title search, environmental evaluation, survey and appraisal. All costs of transferring will be born by the donor. Gifts of real estate must also be unencumbered by liens, litigation, or any other potential liability for the CRC. Before title is accepted by the CRC, the Board of Directors reserves the sole right to not accept the gift.
8. All gifts will be acknowledged in a dated letter from the Executive Director or President of the Board of Directors (as appropriate for the type of gift) which will include a description of the gift. There will be no appraisal, acknowledgement of appraisal, or determination of value offered in the acknowledgement process. The donor has sole responsibility for identifying the value of any non-cash gift for Federal, State or Municipal Tax purposes.
9. The CRC will not compensate, whether through commissions, finders’ fees, or other means, any third party for directing a gift or a donor to the CRC.
10. The donor may not revise restrictions or influence the use of funds, non-cash gifts or services after they are gifted.
11. Any questions regarding this policy should be referred to the Board of Directors.

CRC Retreat Partners Inc – Gift Assessment Form

Donor Name _____

Address _____

Phone / Email _____

Date of Gift _____ Gift Description _____

Understood Intent of Gift _____

Check One: Restricted _____ Unrestricted _____

Restrictions on Use _____

To be Deposited in:

_____ Operating Cash Account

_____ New Fund / Account (name) _____

Is this gift related to facilities or real property infrastructure and thereby become owned by the Archdiocese of Galveston-Houston? Yes _____ No _____

Is the gift a personal, commercial or industrial service? Yes _____ No _____

Has the Archdiocese been contacted in regard to this gift? Yes _____ No _____

Name of ADGH contact _____ phone number _____

Approved By: _____

Title of CRC Approver: _____

Approval Date: _____