



atlanta-fulton  
public library  
foundation

## GIFT ACCEPTANCE POLICY DRAFT as of May 6, 2025

This policy has been established to govern acceptance of gifts made to the Atlanta-Fulton Public Library Foundation (the “Foundation”). The Foundation works with donors to accept and administer gifts to support its mission and strategic direction.

### *Types of Gifts Accepted*

The following types of gifts can be accepted, subject to the criteria set forth below:

1. Cash - Cash is acceptable in any form. The Foundation prefers electronic transfer of funds. ACH information is available on the Foundation’s website and by request. Checks shall be made payable to Atlanta-Fulton Public Library Foundation and shall be delivered or mailed to the Foundation’s offices at One Margaret Mitchell Square, Atlanta, Georgia, 30303.
2. Corporate Matching Gifts – The Foundation will accept gifts in cash from organizations or corporations to match gifts made by individuals associated with that corporation or organization. Matching gifts will be allocated to the same purpose as the donor’s original gift.
3. Publicly Traded Securities – Gifts of securities to the Library Foundation may be completed by electronic transfer to the organization’s brokerage account or in certificate form. It is the policy of the Foundation to liquidate all gifted securities as soon as possible unless an alternative decision is approved by its Board of Directors.
4. Pledges - A pledge agreement shall be binding to the donor’s personal representatives, trustees, heirs, beneficiaries and/or assigns. In the event of the donor’s passing prior to the full payment of the pledge, the entire remaining unpaid balance shall be due within a reasonable time after the donor’s passing and shall be considered a claim against the donor’s estate. In this circumstance, fulfillment of the pledge is in addition to any charitable donations that are provided for in the donor’s estate plan for the benefit of the Foundation.
5. Gifts In-kind - Gifts of services, materials or products may be accepted when the gift can be used to support the Foundation’s mission. This is determined on a case-by-case basis by the Foundation’s Board of Directors or its Executive Committee.. The donor must place the value on all in-kind gifts for the donor’s own tax purposes.
6. Bequests - Donors and supporters of the Foundation may make bequests to the Foundation under their wills and trusts.

7. **Restricted Gifts** - Unless so designated, all gifts will be deemed to be unrestricted in purpose. Donors may designate their gift for a restricted purpose. The Finance Committee oversees and reviews the creation of highly restricted funds to ensure the Foundation can meet all required donor terms. Any gift restrictions must support the Foundation's mission and strategic direction.

The Foundation will designate a portion of all restricted gifts (ten percent) for the administration and stewardship of the gift. These funds will enhance the Foundation's continued capacity to reach out to individuals, foundations and corporations which, in turn, will result in expanded support for the Fulton County Library System. In addition, these funds will be used to further the Foundation's advocacy efforts which help to garner support for Library needs as well as the Foundation's marketing activities, which increase visibility of the Library and raise public awareness about Library programs, services, and philanthropic needs. Organizations that have formal policies about administrative fees should contact the Executive Director of the Foundation to discuss the terms of their gift.

#### *Gift Acknowledgement*

The Foundation strives to process all gifts within 48 hours of receiving each gift and to issue timely electronic or hard-copy acknowledgement to the donor.

#### *Stewardship of Gifts*

The Foundation is committed to using gifted funds in ways that will maximize their impact. Impact updates can be found on the Foundation's website at [afplf.org](http://afplf.org) and in the email newsletter.

Stewardship of gifts includes oversight provided by the Board of Directors and Foundation management. Stewardship responsibilities include financial and programmatic reporting, the gift processing and acknowledgment procedures as outlined in this Gift Acceptance Policy, generally accepted accounting principles (GAAP), and an annual financial audit. Organization audits are available for public review on the website at [afplf.org](http://afplf.org).

#### *Personal property*

At this time, the Foundation cannot accept gifts of real estate or other tangible personal property, including cryptocurrency.

#### *Gift of Equipment and Inventory for the Library*

The Library Foundation does not accept gifts of equipment, books or inventory for the Library. The decision to accept such gifts shall be made by Fulton County Library leadership and the Foundation will help interested donors make this connection.

#### *Authority Regarding Gift Acceptance*

The Foundation's Executive Director is authorized to accept gifts to the Foundation consistent with this Gift Acceptance Policy. The Finance Committee screens and oversees the acceptance of gifts in accordance with this Gift Acceptance Policy.

### *Exceptions*

These policies are intended as guidelines to assist volunteers and staff in the solicitation and acceptance of gifts. Any exceptions to these policies must be approved by the Finance Committee of the Foundation.

### *Make a Gift*

For more information about how to make a gift, funding priorities or the impact of charitable gifts to the Atlanta-Fulton Public Library Foundation, please visit [afplf.org](http://afplf.org) or email [info@afplf.org](mailto:info@afplf.org).

*This policy was approved by the Atlanta-Fulton Public Library Foundation Board of Directors on May 12, 2025 for implementation.*