

Heritage & Opportunity Alliance, Inc.
HERITAGE & OPPORTUNITY ALLIANCE, INC.

GIFT ACCEPTANCE AND SPONSORSHIP POLICY

Preserving Heritage. Building Opportunity. Organizing Community Engagement.

Policy Number	HOA-POL-008
Effective Date	Upon Board Adoption
Approved By	Board of Directors
Applies To	Directors, officers, committees, advisory members, volunteers, employees, contractors, partners, and program participants as applicable

Purpose

This Policy governs acceptance of gifts, donations, sponsorships, in-kind contributions, restricted gifts, and partner support received by Heritage & Opportunity Alliance, Inc..

Scope

This Policy applies to cash donations, checks, online donations, grants, sponsorships, in-kind goods, services, gift cards, equipment, supplies, restricted gifts, donor-advised gifts, event support, corporate support, and public fundraising proceeds.

Acceptance Principles

The corporation may accept gifts that support its exempt purposes and do not create excessive private benefit, unlawful conditions, reputational harm, mission drift, donor control, political campaign intervention, or unmanageable restrictions.

The corporation may refuse or return a gift if acceptance would harm the organization, violate law, conflict with grant requirements, create unsafe dependence, or impose unreasonable burdens.

Restricted Gifts

Restricted gifts must be documented in writing. The restriction must be lawful, mission-aligned, feasible, and trackable. Restricted funds shall be used only for the stated purpose unless the donor and Board approve a change or law permits modification.

Sponsorships

Sponsorship recognition may include sponsor name, logo, thank-you language, event recognition, website listing, flyer listing, or acknowledgment consistent with charitable sponsorship rules.

Sponsorships shall not guarantee endorsement, exclusive influence, control over programs, resident data access, grant preference, youth access, vendor selection, political support, or improper private benefit.

In-Kind Gifts

In-kind gifts shall be accepted only when useful, safe, legal, and manageable. Donated goods should be documented with donor name, description, date, intended use, and any restrictions.

The corporation shall not provide inflated valuation. Donors are responsible for substantiating tax value unless law requires otherwise.

Gift Cards and Cash Equivalents

Gift cards, prepaid cards, fuel cards, digital cash equivalents, or similar items must be controlled under the Grant, Restricted Fund, Gift Card, and Cash-Equivalent Controls Policy.

Donor Privacy and Acknowledgment

Donor information shall be protected. Donation acknowledgments shall be accurate and shall not state tax-deductibility before the corporation is authorized to do so.

Heritage & Opportunity Alliance, Inc.

Records

The Secretary, Treasurer, or other Board-authorized records officer shall maintain records created under this Policy according to the Records Retention and Document Control Policy.

Records may include approvals, disclosures, invoices, receipts, reports, correspondence, minutes, incident reports, releases, agreements, restricted-fund logs, or other supporting documents.

Violations

Violations of this Policy may result in corrective action, reassignment, removal from a committee or volunteer role, termination of a contract, repayment, report to the Board, or other action permitted by law and organizational policy.

Retaliation against a person who raises a good-faith concern is prohibited.

Review and Amendment

This Policy may be reviewed at least annually and may be amended by the Board of Directors. The Board may adopt more detailed procedures, forms, checklists, and approval schedules consistent with this Policy.

Board Adoption

This Policy is adopted by the Board of Directors and remains in effect until amended, replaced, or rescinded by the Board.

Board Chair / President	Secretary
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____