



GIFT ACCEPTANCE POLICY

At the core of Amazon Conservation Association's (Amazon Conservation) work is a commitment to protecting the Amazon Rainforest and all who call it home. To support our mission of uniting science, innovation, and people to protect the Amazon Rainforest, Amazon Conservation solicits and accepts gifts that are consistent with its mission and that support its core programs, as well as special projects.

Key Definitions

Gifts, Contributions, or Donations are where the donor:

- Intends to make a charitable contribution (donative intent).
- Does not receive any goods or services or provision for exclusive information in return, except as provided in Internal Revenue Service guidelines.
- Does not retain any implicit control over the gift once made and accepted by Amazon Conservation.
- Awards the gift irrevocably.

Grants are typically made by corporations, foundations, or other organizations, may be treated as philanthropic contributions or gifts as long as the terms of the grants do not involve a contractual, *quid pro quo* relationship and/or proprietary deliverables back to the organization making the grant.

Unrestricted Gifts are those made by donors for uses determined by Amazon Conservation, without any donor-placed restrictions on how the organization can use their gifts.

Restricted Gifts are those made by donors to Amazon Conservation for specific, purposes (e.g., tree planting, supporting a specific biological station, etc.) consistent with Amazon Conservation's mission and current activities. Amazon Conservation does its best to honor donor intent in restricted gifts and will either work with the donor to change the purpose of a donation that is not aligned with current activities or will return the gift to the donor (potentially minus any fees incurred in the process of placing a donation (e.g. credit card fees)).

The primary resource documents for defining philanthropic contributions are *IRS Publication 526: Charitable Contributions*, *FASB Statement 116: Accounting for Contributions Received and Contributions Made*, and *GASB Statements 33 and 36: Accounting and Reporting for Nonexchange Transactions*.



Donor Bill of Rights

Amazon Conservation and its Alliance of sister organization support the following Donor Bill of Rights as adopted by the Association of Fundraising Professionals (AFP):

To assure that philanthropy merits the respect and trust of the general public and that donors and prospective donors can have full confidence in Amazon Conservation's causes that they are asked to support, we declare that all donors have these rights.

- 1. To be informed of our mission, of the way Amazon Conservation intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.*
- 2. To be informed of the identity of those serving on the Amazon Conservation governing board and to expect this board to exercise prudent judgment in its stewardship responsibilities.*
- 3. To have access to Amazon Conservation's most recent financial statements.*
- 4. To be assured their gifts will be used for the purposes for which they are given.*
- 5. To receive appropriate acknowledgment and recognition.*
- 6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.*
- 7. To expect that all relationships with individuals representing Amazon Conservation will be professional in nature.*
- 8. To be informed whether those seeking donations are volunteers, Amazon Conservation staff, or hired solicitors.*
- 9. To feel free to ask questions when making a donation and to receive prompt, truthful, and forthright answers.*

Other codes of ethical practice Amazon Conservation subscribes to include the following:

- *Model Standards of Practice for the Charitable Gift Planner.* (Partnership for Philanthropic Planning and the American Council on Gift Annuities)
- *Code of Ethical Principles and Standards of Professional Practice.* (Association of Fundraising Professionals)
- *Statement of Ethics.* (Association of Professional Researchers for Advancement)



Gifts Acceptance Policy

Amazon Conservation and its Alliance of sister organizations solicit and accept gifts that are deemed consistent with its mission, vision, and values. Amazon Conservation also accepts national and international gifts on behalf of its sister organizations, Conservación Amazónica – ACCA (in Peru), and Conservación Amazónica – ACEAA (in Bolivia), and will distribute 100% of gifts designated by donors to these organizations in periodic wire transfers. Gifts in the form of structured grants will be disbursed to these organizations via wire transfer as part of sub-agreements, pending completion of conservation activities and reports outlined therein.

Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, without limitations. In the course of its regular fundraising activities, Amazon Conservation will accept donations of money, bequests, stock, specialized equipment, and in-kind services. Certain types of gifts must be reviewed by staff and potentially members of the organization's Board of Directors prior to acceptance due to the special liabilities they may pose for Amazon Conservation, such as gifts of real property, gifts of personal property, gifts of securities, and gifts related to cryptocurrency and Non-Fungible Tokens (NFTs). A full description of considerations for accepting gifts and what kind of gifts are accepted with and without review are as follows.

Gift Acceptance Considerations

When considering whether to solicit or accept gifts, Amazon Conservation and its Alliance of sister organizations will consider the following factors:

- Values—whether the acceptance of the gift compromises any of the core values of Amazon Conservation and its Alliance;
- Compatibility—whether there is compatibility between the intent of the donor and the organization's use of the gift;
- Public Relationships—whether acceptance of the gift may damage the reputation of Amazon Conservation and its Alliance;
- Primary Benefit—whether the primary benefit is to Amazon Conservation versus the donor;
- Consistency— whether acceptance of the gift is consistent with prior practice;
- Form of Gift— whether the gift is offered in a form that Amazon Conservation can use without incurring substantial expense or difficulty?
- Effect on Future Giving— whether the gift will encourage or discourage future gifts.

All decisions to solicit and/or accept potentially controversial gifts will be made by the Philanthropy and Communications Director and the Executive Director in consultation with the Board of Directors' Development Committee. The primary consideration will be the impact of the gift on the organization.

While philanthropy staff strive to maintain familiarity with current tax laws and policies, neither they nor other Amazon Conservation staff are able to give legal or tax advice to donors.



Therefore, the information that philanthropy staff members provide, along with the information provided in these policies, should not be considered or used as legal advice.

Gifts Generally Accepted Without Review:

- **Cash.** Cash gifts are acceptable in any form, including by check, money order, credit card, Paypal, wire transfer, electronic funds transfer (EFT), automatic deductions from bank accounts, and payroll deductions through third-party applications (e.g. YourCause, Benevity, and others).
- **Marketable Securities (Stock/ Bonds / Mutual Funds/ DTC (Depository Trust Company) System).** 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 Amazon Conservation's Finance and/or Development teams. In some cases, marketable securities may come from a non-publicly traded source or 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 Executive Director in consultation with the Philanthropy and Communications Director. Other marketable securities donations may be reviewed for additional special handling requirements (such as Gifts of U.S. Government and agency securities and gifts of Series EE bonds which have special tax consequences that can be detrimental for donors).
- **Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans (including IRA gifts and QRCs).** Donors are encouraged to make bequests to Amazon Conservation under their wills, and to name Amazon Conservation as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.
- **Charitable Remainder Trusts.** Amazon Conservation will accept designation as a remainder beneficiary of charitable remainder trusts.
- **Charitable Lead Trusts.** Amazon Conservation will accept designation as an income beneficiary of charitable lead trusts.
- **Copyrights and Royalties.** Copyrights and Royalties can be assigned by their owners to Amazon Conservation.

Gifts 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.** Examples of tangible personal property can include personal collections of art, books, coins, or movies; cars, boats, and aircraft; equipment; software; printed materials; and food or other items used for hosting dinners. Such property may include gifts donated for purposes of being auctioned at charity fundraising events. The Development and Finance teams at Amazon Conservation shall review and determine whether to accept any gifts of tangible personal property in light



of the following considerations: does the property or funds to be received from the sale of the property further the organization's 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 organization may be responsible? Is the title/provenance of the property clear?

- **Life Insurance.** Amazon Conservation will accept gifts of life insurance where Amazon Conservation 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.
- **Real Estate.** All gifts of real estate are subject to review by the Development and Finance teams at Amazon Conservation. Prior to acceptance of any gift of real estate other than a personal residence, Amazon Conservation shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental 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? Is the property worth at least \$50,000?
- **Gifts from Corporations.** All gifts made by corporations (including companies, multinational corporations, corporate foundations, small businesses, and other corporate entities) and entities that lobby on their behalf are subjected to review to ensure their core activities are not in direct conflict with our mission, vision, values, and/or goals of our conservation work; that they do not limit our ability to provide services in any way; or if they may pose a real or perceived risk to our reputation and/or future ability to raise funds.
- **Gifts from Partnership Agreements.** Contributions resulting from contractually-bound cause marketing arrangements and partnerships must be done as per the agreement's stated provisions. All restrictions referring to gifts from corporations as listed above apply to partnership agreements, and Amazon Conservation reserves the right to refuse a gift as per this policy.
- **Cryptocurrency and Non-Fungible Tokens.** Amazon Conservation only accepts gifts of cryptocurrency that have been donated through a third-party platform. The partner handles all of the donors' tax information and your crypto donation to Amazon Conservation will not trigger capital gains tax. Cryptocurrencies are sold upon receipt by Crypto for Charity, a US 501(c)3 as recognized by the United States' Internal Revenue Service, and the cash proceeds of the sale are donated to Amazon Conservation. Amazon Conservation does not usually accept outright gifts of cryptocurrency as a donation.

Publicizing Gifts and Anonymous Gifts



Amazon Conservation generally does not announce or publicize gifts to the media nor does it accept gifts on the condition that the gift and/or donor be publicized. Extraordinary gifts or commitments may be considered for external publicity. However, any publicity plans would be developed in collaboration with the donor in advance. Amazon Conservation may inform its community of donors of select gifts and commitment in communication channels relied upon by supporters for information about the organization and its progress such as printed publications (including its annual report), websites and social media. Amazon Conservation may recognize donors on both printed and online donor recognition lists, unless a donor requests in writing to be kept anonymous. Donors may request the degree of anonymity they prefer on a specific gift or pledge.

If you'd like to make a donation, create a business partnership, or if you have any questions about our gift acceptance policies, please contact our Director of Philanthropy and Communications at donations@amazonconservation.org.