



Living Arts International

Gift Acceptance Policies and Procedures [Abridged]

Living Arts International Inc. ("LAI"), DBA Cambodian Living Arts ("CLA") and Mekong Cultural Hub ("MCH"), solicits and accepts gifts for purposes that will help the organization further and fulfill its mission and vision, and support its programs and operations.

The Board of Directors of LAI has approved the following policies and guidelines that govern the acceptance of gifts made to LAI for the benefit of its operations, programs, services, and special projects.

General Policy

Unrestricted gifts and gifts for specific LAI, CLA, and MCH programs and purposes may be accepted, provided they are consistent with the mission, vision, and priorities of LAI, Cambodian Living Arts, and Mekong Cultural Hub. LAI will not accept gifts that are inconsistent with its mission, vision, or priorities, or are judged too difficult to administer.

LAI will not accept gifts that:

- (a) Would result in LAI violating its corporate charter
- (b) Would result in LAI losing legal standing as a not-for-profit organization in accordance with international regulations, such as its status as an IRC 501(c)(3) in the United States or NGO status in Cambodia
- (c) Are too difficult or too expensive to administer in relation to their value
- (d) Would result in any unacceptable consequences for LAI
- (e) Are for purposes outside the mission and vision of LAI, CLA, or MCH

Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Executive Committee, in consultation with the Executive Director and management.

Policy Regarding Specific Types of Gifts

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, LAI will accept donations of cash; unrestricted marketable securities; bequests and beneficiary designations under revocable trusts, life insurance policies, commercial annuities and retirement plans; charitable remainder trusts; charitable lead trusts; and in-kind services.

Certain types of gifts must be reviewed by the Executive Committee prior to acceptance due to the special liabilities they may pose for LAI. Examples of gifts that will be subject

to review include tangible personal property, closely-held securities, life insurance, real estate, and remainder interests in property.

Any additional type of gift offered by the donor that is not expressly listed in this policy will be considered and subject to review by the Executive Committee.

Restrictions on Gifts:

Unrestricted gifts and gifts for specific LAI, CLA, and MCH programs and purposes may be accepted, provided they are consistent with the mission, vision, and priorities of LAI, Cambodian Living Arts, and Mekong Cultural Hub. LAI will not accept gifts that are inconsistent with its mission, vision, or priorities, or are judged too difficult to administer.

Communications with Donors

LAI holds all communications with donors, as well as information concerning donors and prospective donors, in strict confidence, subject to legally authorized and enforceable requests for information by government agencies and courts. All other requests for or releases of information concerning a donor or a prospective donor will be granted only if permission is first obtained from the donor.

Conflict of Interest

LAI does not provide personal legal, financial or other professional advice to donors or prospective donors. LAI strongly urges all donors and prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. LAI endorses the [Model Standards of Practice of the Charitable Gift Planner](#) promulgated by the National Committee on Planned Giving and the [Donor Bill of Rights](#) created by the Association of Fundraising Professionals, the Association for Healthcare Philanthropy, the Council for Support and Advancement of Education, and the Giving Institute: Leading Consultants to NonProfits.

Unabridged Gift Acceptance Policy

An unabridged version of this Gift Acceptance Policy is available upon request to donors interested in making a gift to LAI.

Changes to Gift Acceptance Policy

This policy has been reviewed and accepted by the Board of Directors of LAI. The Executive Committee must approve any deviations from this policy. The Executive Committee shall periodically review the policy to ensure that it continues to accurately describe the policies of LAI with respect to acceptance of charitable gifts, and shall propose to the full Board of Directors ratification of any revisions that the Executive Committee determines to be necessary or appropriate.

Approved on [Date] by the Living Arts International Board of Directors
Dr. Richard C. Helfer, Chair