

THE HERB SOCIETY OF AMERICA, INC.

DONATIONS POLICY

Approved June 2006, Revised February 2016

Donations to The Herb Society of America are welcome at all times of the year. Donations may be monetary or gifts in kind for identified needs of The Society. The Herb Society of America, Inc. is a nonprofit corporation under the laws of the State of Ohio. Monetary donations and gifts made to The Society are tax deductible from federal income tax within the limits of the law.

Donations may be made to unrestricted, temporarily restricted, or permanently restricted funds. Donations to unrestricted funds are encouraged. A list of the funds is available from headquarters and in the HSA Operating Manual. Donors are encouraged to make unrestricted donations to The Society. Permanently or temporarily restricted donations should be accompanied by a letter from the donor, which outlines the purpose and terms for which the donation is intended. When restricted donations are accepted, those restrictions will be strictly observed. In the event that the purpose of the donation is no longer feasible or needed by The Society, the Board of Directors may request the donor or their representative to consider an alternative purpose and terms for their donations.

Donors have the opportunity to make a life income gift to The Society through annuities or trusts. Opportunities for planned giving and estate planning are available. Those interested in additional information should contact HSA headquarters.

Establishment of funds and contributions must support the mission of The Society.

A letter of acknowledgement for donations and gifts is sent to every donor by headquarters, signed by the executive director.

GIFTS IN KIND

An in-kind gift is a contribution that is non-cash and not readily convertible to cash. In-kind gifts generally fall into one of two categories: donated goods and donated services.

Donated Goods

An in-kind gift to The Society must be reviewed and approved by the president and executive director. Criteria for approval should include, but not be limited to, appropriateness to The Society, space availability at headquarters and herbal significance. Articles accepted (i.e. books, paintings, furniture, equipment, archival materials, etc.) as gifts become the property of The Herb Society of America, Inc.

Gifted property or items/materials must include a Deed of Gift Form and include a description of the item. Acceptance of a donated item(s) is subject to the following conditions:

- An object may be given to The Society as a memorial or honorarium.
- The gift must bring no initial costs or maintenance obligation to The Society.
- The cost of a name plaque is at the expense of the donor.

THE HERB SOCIETY OF AMERICA, INC.

DONATIONS POLICY

Approved June 2006, Revised February 2016

- The gift is made without restriction, including display, preservation, retention, or disposition of the property involved, either now or in the future.
- The donor transfers to The Herb Society of America all right, title and interest to all copyright, trademark, and any related interests associated with this property insofar as the donor holds them.
- The Herb Society of America does not appraise the value of any gift. When goods or materials are donated to The Society, the fair market value must be determined by the donor. If a professional opinion is needed, the donor should obtain that opinion.
- Due to limited storage and exhibition space, The Herb Society of America cannot guarantee the permanent exhibition of any object.

Donated Services

The services offered should be measurable and provided by individuals with professional or specialized skills. To determine the value of the service, use the average daily or hourly rates of professionals performing the same type of service or the fair market value of a particular service.

Other In-Kind Donations

The Society will also acknowledge as a donation other types of in-kind gifts, e.g. items donated for an auction, advertising where The Society maintains control over content and media location, real property, third party sale, and frequent flyer miles.

NAMING OPPORTUNITIES

Naming opportunities recognize a mutual commitment between a donor and The Herb Society of America to a vision or cause, as well as to provide inspiration for other donors.

Program

A program of The Society may be named if it is in recognition of the significant contributions to that program by a specific member, living or deceased. This requires board approval. The board will review proposals when the following criteria are met:

- The individual's involvement in the program is/was voluntary only
- The relationship of the program and the individual is well known and can be easily documented, e.g. the individual initiated, grew and mentored the program
- The relationship extends over a minimum of at least three years

If the program is named, the board may designate a finite period of time during which the program will carry the individual's name. Additionally, the board may change the program name if the program is later altered to such an extent that it is essentially a new or significantly changed program.

THE HERB SOCIETY OF AMERICA, INC.

DONATIONS POLICY

Approved June 2006, Revised February 2016

Memorial

A memorial gift to The Society may be named if the contribution matches the worth of a significant object, a building, or a room of a building. The president, development chair, and executive director will determine the appropriate giving levels and will provide guidelines to the potential donor before the gift is received.

Gift levels and proof of value should be based upon:

- Documented current value of object
- Assessment of current building value
- Associated maintenance costs
- Current price per square foot, used for estimation of building costs