

<p style="text-align: center;"><b>Tel Hai Development, Inc.</b>  <b>Gift Policies</b></p>  <p style="text-align: center;">Honey Brook, PA</p>	<p>POLICY NO: THSI.GOV.0027</p> <p>EFFECTIVE DATE: 2/24/09  REVISD:7/23/2013  9/6/2016</p> <p>APPROVED:</p> 
<p><b>SUBJECT: Gift Acceptance Policies</b></p>	
<p><b>COVERAGE:</b></p>	

**Purpose:**

The list below outlines Tel Hai Development, Inc. parameters for accepting various types of gifts. At all times, Tel Hai Development, Inc. and Tel Hai Retirement Community reserve the right to refuse a gift because it is restricted for a purpose which does not directly benefit the organization's mission, or is of a type that is difficult to assess value or convert to cash for use toward the mission.

**Policy:**

Tel Hai Development, Inc. will accept contributions of a number of commonly accepted assets. Generally, the asset should be easily converted into use for Tel Hai Retirement Community's charitable purposes.

**Procedure:**

- Cash
  - Gifts of cash will be accepted regardless of the amount.
  - Checks will be accepted at the discretion of the Tel Hai Development Office. Checks to be made payable to Tel Hai Development.
  - Credit card (includes on-line) payments will be accepted at the discretion of the Tel Hai Development Office.
- Securities
  - Publicly Traded Securities (including mutual funds) that are traded on New York, American Stock Exchange or other readily marketable securities will be accepted. Tel Hai Development will accept these contributions through our partnerships with banks or trust companies. It is the policy of Tel Hai Development to sell all donated securities as soon as possible and place the proceeds into the fund as directed by the donor.
  - Closely held securities will only be accepted upon review of the Senior Vice President of Finance and Administration and/or the Board Finance Committee.

- Real Property
  - Gifts of real estate require approval of the Senior Vice President of Finance and Administration and/or the Board Finance Committee to ensure that the gift will provide viable support for Tel Hai Retirement Community's mission. Any of the following conditions could be included in consideration of acceptance:
    - An estimated value of \$50,000 or more;
    - The presence of a qualified appraisal (at donor's expense);
    - The absence of liens or mortgages against the property (unless the donor is granted retained lifetime interest);
    - Assurance that the property (commercial or agricultural) is free of any known environmental hazards (at donor's expense).
  - Medical equipment that is in nearly new or in very good condition will be accepted if it can be used by current Tel Hai Retirement Community residents as determined by Tel Hai staff. Items include wheelchairs, rehab equipment etc.
  - Household goods/ReSale Shop items. Tel Hai development does accept used household goods and furniture from residents and the general public for its flea ReSale Shop. These contributions are generally not of significant value, but Tel Hai Development will credit the donor for an in-kind contribution if requested.
  - Tel Hai Development reserves the right to determine if other tangible property, including, but not limited to, rare books, jewelry, artwork and collectible items, will be accepted. Generally these items will only be accepted if there is a natural outlet such as a silent auction or other event.
  - Automobiles: Tel Hai Development will accept automobiles in good working order. Generally, only vehicles which can be sold internally to staff or other residents will be accepted, or vehicles which can be added to the Tel Hai Retirement Community fleet of vehicles.
- PTO Time and Payroll Deduction: Employees are invited to contribute PTO hours for fellow employees on leave, or for the Good Samaritan Fund. Additionally, Tel Hai Retirement Community offers payroll deduction for employees who want to make a contribution to Tel Hai Development.
- Insurance Policies: Tel Hai encourages donors to name Tel Hai Retirement Community as beneficiary of life insurance policies. Additionally, Tel Hai Development will accept fully paid whole life policies where it is the owner and sole beneficiary.
- Deferred Giving: Tel Hai Development will partner with Everence Trust Co., or other preferred donor advisors, to assist donors with a variety of income producing deferred gifts for supporting Tel Hai Retirement Community's mission. The type of gift acceptable to create a split interest gift will revert to Everence Trust Co. policies for any particular life income producing vehicle (for instance, Everence Trust Co. generally will not accept a real estate asset for a Charitable Gift Annuity).
  - Life income gifts – If a donor does not already have a relationship with a bank trust department, Tel Hai Development prefers to use Everence Trust Co. to write and administer all Charitable Gift Annuities, Charitable Remainder Trusts and Charitable Lead Trusts.