

Special Olympics, Inc. endorses and subscribes to the *Model Standards of Practice for the Charitable Gift Planner* of the Partnership for Philanthropic Planning, the *Donor Bill of Rights* from the Association of Fundraising Professionals, the *Code of Ethical Standards* of the Association of Fundraising Professionals.

Model Standards of Practice for the Charitable Gift Planner

PREAMBLE

The purpose of this statement is to encourage responsible gift planning by urging the adoption of the following Standards of Practice by all individuals who work in the charitable gift planning process, gift planning officers, fund raising consultants, attorneys, accountants, financial planners, life insurance agents and other financial services professionals (collectively referred to hereafter as "Gift Planners"), and by the institutions that these persons represent. This statement recognizes that the solicitation, planning and administration of a charitable gift is a complex process involving philanthropic, personal, financial, and tax considerations, and as such often involves professionals from various disciplines whose goals should include working together to structure a gift that achieves a fair and proper balance between the interests of the donor and the purposes of the charitable institution.

I. PRIMACY OF PHILANTHROPIC MOTIVATION

The principal basis for making a charitable gift should be a desire on the part of the donor to support the work of charitable institutions.

II. EXPLANATION OF TAX IMPLICATIONS

Congress has provided tax incentives for charitable giving, and the emphasis in this statement on philanthropic motivation in no way minimizes the necessity and appropriateness of a full and accurate explanation by the Gift Planner of those incentives and their implications.

III. FULL DISCLOSURE

It is essential to the gift planning process that the role and relationships of all parties involved, including how and by whom each is compensated, be fully disclosed to the donor. A Gift Planner shall not act or purport to act as a representative of any charity without the express knowledge and approval of the charity, and shall not, while employed by the charity, act

or purport to act as a representative of the donor, without the express consent of both the charity and the donor.

IV. COMPENSATION

Compensation paid to Gift Planners shall be reasonable and proportionate to the services provided. Payment of finders fees, commissions or other fees by a donee organization to an independent Gift Planner as a condition for the delivery of a gift are never appropriate. Such payments lead to abusive practices and may violate certain state and federal regulations. Likewise, commission-based compensation for Gift Planners who are employed by a charitable institution is never appropriate.

V. COMPETENCE AND PROFESSIONALISM

The Gift Planner should strive to achieve and maintain a high degree of competence in his or her chosen area, and shall advise donors only in areas in which he or she is professionally qualified. It is a hallmark of professionalism for Gift Planners that they realize when they have reached the limits of their knowledge and expertise, and as a result, should include other professionals in the process. Such relationships should be characterized by courtesy, tact and mutual respect.

VI. CONSULTATION WITH INDEPENDENT ADVISORS

A Gift Planner acting on behalf of a charity shall in all cases strongly encourage the donor to discuss the proposed gift with competent independent legal and tax advisors of the donor's choice.

VII. CONSULTATION WITH CHARITIES

Although Gift Planners frequently and properly counsel donors concerning specific charitable gifts without the prior knowledge or approval of the donee organization, the Gift Planners, in order to insure that the gift will accomplish the donor's objectives, should encourage the donor, early in the gift planning process, to discuss the proposed gift with the charity to whom the gift is to be made. In cases where the donor desires anonymity, the Gift Planners shall endeavor, on behalf of the undisclosed donor, to obtain the charity's input in the gift planning process.

VIII. DESCRIPTION AND REPRESENTATION OF GIFT

The Gift Planner shall make every effort to assure that the donor receives

a full description and an accurate representation of all aspects of any proposed charitable gift plan. The consequences for the charity, the donor and, where applicable, the donor's family, should be apparent, and the assumptions underlying any financial illustrations should be realistic.

IX. FULL COMPLIANCE

A Gift Planner shall fully comply with and shall encourage other parties in the gift planning process to fully comply with both the letter and spirit of all applicable federal and state laws and regulations.

X. PUBLIC TRUST

Gift Planners shall, in all dealings with donors, institutions and other professionals, act with fairness, honesty, integrity and openness. Except for compensation received for services, the terms of which have been disclosed to the donor, they shall have no vested interest that could result in personal gain.

Adopted and subscribed to by the National Committee on Planned Giving and the American Council on Gift Annuities, May 7, 1991. Revised April 1999.

Donor Bill of Rights

All donors to Special Olympics, Inc. have the right to:

- Be informed of the organization's mission, and of both the way the organization intends to use donated resources and its capacity to use donations effectively for their intended purposes.
- Be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- Have access to the organization's most recent financial statements.
- Be assured their gifts will be used for the purposes for which they were given.
- Receive appropriate acknowledgment and recognition.
- Be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- Expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

- Be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
 - Have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
 - Feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.
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Code of Ethical Standards (Adopted 1964; amended Oct 2014)

The Association of Fundraising Professionals believes that ethical behavior fosters the development and growth of fundraising professionals and the fundraising profession and enhances philanthropy and volunteerism.

AFP Members recognize their responsibility to ethically generate or support ethical generation of philanthropic support. Violation of the standards may subject the member to disciplinary sanctions as provided in the AFP Ethics Enforcement Procedures.

AFP members, both individual and business, agree to abide (and ensure, to the best of their ability, that all members of their staff abide) by the AFP standards.

PUBLIC TRUST, TRANSPARENCY & CONFLICTS OF INTEREST
Members shall:

Not engage in activities that harm the members' organizations, clients or profession or knowingly bring the profession into disrepute.

Not engage in activities that conflict with their fiduciary, ethical and legal obligations to their organizations, clients or profession.

Effectively disclose all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety.

Not exploit any relationship with a donor, prospect, volunteer, client or employee for the benefit of the members or the members' organizations.
comply with all applicable local, state, provincial and federal civil and criminal laws.

Recognize their individual boundaries of professional competence.

Present and supply products and/or services honestly and without misrepresentation.

Establish the nature and purpose of any contractual relationship at the outset and be responsive and available to parties before, during and after any sale of materials and/or services.

Never knowingly infringe the intellectual property rights of other parties.

Protect the confidentiality of all privileged information relating to the provider/client relationships.

Never disparage competitors untruthfully.

SOLICITATION & STEWARDSHIP OF PHILANTHROPIC FUNDS

Members shall:

Ensure that all solicitation and communication materials are accurate and correctly reflect their organization's mission and use of solicited funds.

Ensure that donors receive informed, accurate and ethical advice about the value and tax implications of contributions.

Ensure that contributions are used in accordance with donors' intentions.

Ensure proper stewardship of all revenue sources, including timely reports on the use and management of such funds.

Obtain explicit consent by donors before altering the conditions of financial transactions.

TREATMENT OF CONFIDENTIAL & PROPRIETARY INFORMATION

Members shall:

Not disclose privileged or confidential information to unauthorized parties.

Adhere to the principle that all donor and prospect information created by, or on behalf of, an organization or a client is the property of that organization or client. Give donors and clients the opportunity to have their names removed from lists that are sold to, rented to or exchanged with other organizations.

When stating fundraising results, use accurate and consistent accounting methods that conform to the relevant guidelines adopted by the appropriate authority.

COMPENSATION, BONUSES & FINDER'S FEES

Members shall:

Not accept compensation or enter into a contract that is based on a percentage of contributions; nor shall members accept finder's fees or contingent fees. Be permitted to accept performance-based compensation, such as bonuses, only if such bonuses are in accord with prevailing practices within the members' own organizations and are not based on a percentage of contributions.

Neither offer nor accept payments or special considerations for the purpose of influencing the selection of products or services.

Not pay finder's fees, commissions or percentage compensation based on contributions.

Meet the legal requirements for the disbursement of funds if they receive funds on behalf of a donor or client.

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