

**Lincoln Public Library Board
POLICY MANUAL**

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DATE:	June 2009	REVIEWED: October 2017

Purpose

To provide criteria for a Planned Giving program at the Lincoln Public Library.

Policy Statement

Planned Giving is a philanthropic program by which a donor can arrange a substantial gift to the library for the future. The emphasis is on planning and is focused on matching the goals and objectives of Lincoln Public Library with the needs and objectives of the donor.

The Lincoln Public Library will encourage donors to make both outright and deferred gifts. The types of deferred gifts to be offered include bequests, gifts of life insurance and such other gift arrangements as the trustees (hereinafter "the Board") may from time to time approve.

All programs, solicitation plans and activities are subject to Board approval.

The Chief Executive Officer is authorized to negotiate planned gift arrangements with prospective donors within the program guidelines approved by the Board.

The Lincoln Public Library will adhere to planned giving ethical and standard professional practices in encouraging donors to make outright and deferred gifts including bequests, gifts of life insurance and other such gift arrangements approved by the Board.

The Lincoln Public Library will issue an official tax receipt for donations that qualify as charitable gifts under the Income Tax Act and Canada Customs and Revenue Agency's interpretation.

Donations will be transferred to a special reserve fund as approved by the Board and the Town of Lincoln.

In accepting a donation, bequest or gift, the Board agrees to abide by any conditions, restrictions or designations associated with the gift.