

Gift Acceptance Guidelines for the Adidam Holy Institution

The Divine Avataric Holy Institution of Global Adidam Ruchiradam (“the Holy Institution”), a not-for-profit organization organized under the laws of the State of California and qualified as a Section 501(c)(3) exempt organization under the Internal Revenue Code, encourages the solicitation and acceptance of gifts to the Holy Institution that will help the Holy Institution to further and fulfill its purposes.

PURPOSE OF THE GUIDELINES

The Board of Directors and the staff of the Holy Institution solicit current and deferred gifts from individuals, corporations, and foundations to ensure that the Holy Institution will fulfill its purposes and secure its ongoing operations and future growth. These Guidelines are designed to provide guidance and to advise donors about what kinds of gifts the Holy Institution will accept and what kinds of gifts may expose the Holy Institution to liabilities or carry overly burdensome restrictions.

CONDUCT TOWARDS DONORS

The Holy Institution encourages gifts through the generosity of donors to further its work as well as to meet the needs of donors. The Holy Institution strives to provide appropriate information to donors and their advisors, to meet the needs of donors without pressure or undue influence, and to maintain the highest ethical standards in all transactions.

RESTRICTIONS ON GIFTS

The Holy Institution will accept unrestricted gifts and gifts for particular purposes if such gifts are not inconsistent with the Holy Institution’s stated purposes and priorities. The Holy Institution will not accept gifts that it determines are too restrictive in purpose. Gifts that are too restrictive are gifts that are too difficult for the Holy Institution to administer and gifts that would be inconsistent with the Holy Institution’s purposes. The Board of Directors of the Holy Institution will make the final determination whether to accept or refuse a gift.

TYPES OF ASSETS ACCEPTED

The Holy Institution will consider the following criteria in the acceptance of a gift:

A. Cash. Cash is acceptable in any form.

B. Tangible Personal Property. Before accepting tangible personal property, the Holy Institution will determine if it is readily marketable and will not expose the Holy Institution to significant liabilities. All gifts of tangible personal property other than cash will be evaluated by the Holy Institution in light of the following criteria:

1. Will the property help the Holy Institution to fulfill its purposes?
2. Is the property marketable?
3. Are there any undue restrictions on the use, display, or sale of the property?
4. What are the carrying costs for the property?
5. Does the property comply with the Holy Institution’s formal policy and procedures?

C. Securities. The Holy Institution may accept both publicly traded securities and closely held securities.

1. *Publically-Traded Securities:* The Holy Institution shall sell any publically-traded securities unless holding the securities is deemed appropriate by the Holy Institution’s investment advisors. The Holy Institution shall determine, prior to accepting securities, whether the securities, in the hands of the Holy Institution, are in any

way restricted as to sale. If there are any legal restrictions on sale, the Holy Institution will consult with appropriate legal counsel before accepting the gift.

2. *Closely-Held Securities*: The Holy Institution may accept closely-held securities if deemed acceptable after review by the Holy Institution.

D. Real Estate. Before accepting real estate, the Holy Institution will determine if it is readily marketable and will not expose the Holy Institution to significant liabilities. Prior to accepting a gift of real estate, the Holy Institution shall consider such factors as:

1. Sale costs and holding costs prior to sale,
2. Current and expected future value,
3. Encumbrances and title restrictions,
4. Liabilities, including potential environmental issues, and
5. Compliance with the Holy Institution's formal policy and procedures for accepting real estate.

E. Intangible Assets That Are Not Publicly Traded. These assets include stock, bonds, debentures, partnership interests, and LLC interests that are not publicly traded, as well as patents, copyrights, and other intangible assets. Gifts of intangible assets that are not publicly traded are acceptable provided that the Holy Institution shall not accept such assets that have an insignificant present value or could expose the Holy Institution to liabilities of significant carrying costs or negative tax consequences. The Holy Institution will evaluate intangible assets to determine if acceptance will comply with the Holy Institution's formal policy and procedures.

F. Life Insurance Policies. Life insurance policies are acceptable, provided that the Holy Institution is the owner and the irrevocable beneficiary of the policy, and the gift complies with the Holy Institution's formal policy and procedures.

G. Non-Standard Contributions. Non-standard contributions include:

1. Assets that are not reasonably expected to be used to satisfy or further the Holy Institution's exempt purpose (aside from the need for income or funds);
2. Assets for which there is no ready market to which the Holy Institution may go to liquidate the contribution; and
3. Assets whose value is highly speculative or difficult to ascertain.

Prior to accepting a non-standard contribution, the Holy Institution shall review the proposed gift and consider whether acceptance will comply with its formal policies and procedures.

H. Deferred Gifts. The Holy Institution may accept a designation as a remainder/income beneficiary of a trust if it is acceptable to the Holy Institution under its formal policy and procedures, including: designations made in charitable pledges, testamentary bequests, charitable remainder trusts, charitable lead trusts, individual retirement accounts, retirement plans, and remainder interests in real property.

ANONYMOUS GIFTS

The Holy Institution will not accept completely anonymous gifts. The donor's identity must be disclosed to the Chairman of the Holy Institution's Board of Directors, who shall endeavor to maintain the donor's anonymity (except upon a request from the Holy Institution's Board of Directors or as required by law).