



NCRF

National

Court Reporters

Foundation

NATIONAL COURT REPORTERS FOUNDATION **MAJOR GIFTS PROGRAM DONATION POLICY**

The National Court Reporters Foundation (NCRF) welcomes and encourages donations to support its tax-exempt programs and activities. At the same time, NCRF must ensure that donations will further the mission of NCRF as well as the purposes and objectives of NCRA.

To this end, NCRF has developed this Donation Policy to cover its Major Gifts Program. This Donation Policy is intended as guidance to NCRF and donors in setting forth the terms and conditions under which Major Gifts will be accepted or rejected. NCRF reserves the right to deviate from or change this Donation Policy without notice to the donor in the best interests of NCRF.

The following Donation Policy shall apply to NCRF's Major Gifts Program:

1. A Major Gift shall include any gift of \$5,000 or more in one calendar year.
2. Any pledge that is not immediately paid in full shall be for a specific amount that shall be recognized in full in the year it is pledged – provided that (a) there shall be an immediate payment of at least 20% of the total amount pledged; and (b) the balance shall be paid in equal annual installments of not less than \$5,000 (to be completed by September 30 of the fourth year following the year in which the original pledge and payment are made). A multiyear pledge shall be considered a legally enforceable contract/agreement between the donor and NCRF (upon which NCRA and other donors act in reliance). NCRF shall have the legal right to pursue any donor who fails to complete a multiyear pledge.
3. All Major Gifts shall be unrestricted and made to and for the general use of NCRF as part of NCRF's general funds. NCRF will apply all donations in accordance with its tax-exempt purposes, as it deems appropriate in its sole discretion.
4. NCRF shall have the discretion to establish different dollar amount giving categories and will work with NCRA to determine the appropriate recognition and benefits for each category of giving.

– The foundation for court reporting philanthropy –

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5. Copies of this Donation Policy, NCRA's Constitution & Bylaws, and the NCRA Code of Professional Ethics shall be given to each donor that gives a Major Gift. Each such donor shall represent and agree in writing that it supports the purposes and objectives of NCRA and will be bound by NCRA's Code of Professional Ethics, if applicable to the donor's business. Each donor agrees to provide, upon request, satisfactory proof that the above requirements are satisfied. In the case of the failure of the donor to provide such information, NCRF may reject the donation or terminate future benefits as provided below.
6. NCRF may reject any proposed donation or terminate any future benefits for a completed donation if NCRF determines that the activities of the donor are contrary to the purposes and objectives of NCRA or violate the NCRA Code of Professional Ethics, if applicable to the donor's business. In the case where such violation occurs after the donation has been paid, NCRF may terminate future benefits without any obligation to return the donation.
7. Any decision to accept or reject a Major Gift or to terminate benefits under this Donation Policy shall be made by a Major Gifts Donation Committee consisting of the NCRF Chair, NCRF Executive Director & CEO, NCRF Deputy Executive Director, NCRA/NCRF Secretary-Treasurer, and NCRA Senior Director of Finance and Administration (or their designee(s)), in consultation with NCRA's General Counsel, and others, as appropriate.