Unrestricted Major Gifts Policy

**Policy:** Any unrestricted major gifts, defined as any gifts $\_\_\_\_\_\_\_\_ or larger, contributed to (Organization Name), will be handled as follows:

* A minimum of \_\_% of each designated donation will be contributed to Endowment Name from each unrestricted donation of $\_\_\_\_\_\_ or more.
* Contributions from designated donations will be earmarked and sent to Name of Place Where Endowment is Held no less than once a quarter.
* The acting Executive Director will report on these contributions quarterly to the Board of Directors.
* Should there be an emergency which causes need for the more than \_\_\_% of the unrestricted donation amount (e.g., major repairs or damage to the facilities, etc.), the acting Executive Director will call a meeting with the Executive Committee of the Board of Directors, and may ask to allocate a smaller percentage, or none, of a restricted major gift to the endowment in order to address said emergency need. Such a meeting will occur prior to expending said donation.
* This policy is adopted by the Board of Directors and will be effective Insert Date.
* Changes and/or modification to this policy require approval by the Board of Directors.

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Director of the Board Executive Director

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Date Date