



OLMCOS GAP UPDATE SUMMARY:

UPDATED July 1, 2021

Our Lady of Mercy Community Outreach Services, Inc. (OLMCOS) is a 501(c)(3) non-profit organization organized under the laws of the State of South Carolina and (through the sponsorship of the Sisters of Charity of Our Lady of Mercy) and is tax-exempt as part of a group exemption through the United States Conference of Catholic Bishops (USCCB).

The purpose of the Gift Acceptance Policy is to provide guidance for how the organization accepts, denies and uses gifts. This policy applies to all gifts received by OLMCOS for any and all of its programs and services. Specific gifts with special circumstances are considered by the OLMCOS Board of Directors.

In keeping with best practices, an organization's Gift Acceptance Policy (GAP) is reviewed and updated on a regular basis. The OLMCOS' board approved updated GAP is in effect as of July 1, 2021. This document only provides a summary. For a full copy of the Gift Acceptance Policy or any questions about donations, contact Kristin Raymond — 843-559-4109 x112 or Kristin.Raymond@olmoutreach.org.

Designation Options

Designations give donors the ability to donate money directly within the organization. **General, unrestricted gifts to the "Area of Greatest Need" are strongly encouraged** but restricted gifts to the following programs are allowed in alignment with our mission statement

- **Direct Services Programs:** Money under this designation can go to programs under Direct Services at both locations:
 - Food Programs (Food Pantry, Soup Kitchen)
 - Financial Assistance
 - Clothing Closet
 - Workforce Development
 - Case Management
- **Wellness Programs:** Money under this designation can go to programs under Wellness Programs at both locations:
 - Dental Services
 - Women's Prenatal and OBGYN
 - Preventive Screenings
- **Education:** Money under this designation can go to programs under Education at both locations:
 - ESL
 - Afterschool Program
 - Child Learning Center
 - GED

If a donation is submitted with a directed gift to anything besides Area of Greatest Need, Direct Services, Wellness Programs or education, an OLMCOS staff member will be in touch to determine which approved program you would like to direct the gift to.

Donations larger than \$5,000

Donors are still able to give in areas where they are passionate. If someone is very passionate about something specific, they can still restrict further if they give *\$5,000 or more, but must discuss it with our executive team* (Executive Director, Director of Finance, Director of Advancement) *before giving that amount.*

If someone would like to donate more than \$5,000:

- Contact Kristin Raymond at Kristin.Raymond@olmoutreach.org or 843-559-4109 x 112.
- Grants and specific fundraisers designed by the organization are an exception to this policy

Important Details:

Unrestricted, outright gifts are acceptable in any amount.

Cash

1. OLMCOS accepts cash, checks, money orders, credit cards, and IRA distributions
2. All checks (including checks for Neighborhood House) should be made payable to OLMCOS or Our Lady of Mercy Community Outreach Services, Inc. and should not be made payable to an employee, volunteer, program, or building under the umbrella of OLMCOS.
3. All checks are deposited in the ordinary course of business. No employee is authorized to delay deposit.

Organization name on Checks

- Our Lady of Mercy Community Outreach is one organization, with one budget, but with two locations. The organization's legal name is *Our Lady of Mercy Community Outreach Services, Inc.* To ensure we are in alignment with our auditor and the bank, all checks must have our legal name.
 - All donation checks must be paid out to "Our Lady of Mercy Community Outreach Services, Inc." or "OLMCOS." — we can no longer accept checks that state "Our Lady of Mercy," "Community Outreach," "Neighborhood House" or any other iteration of the organization's name.

Personal Property (In-Kind Gifts)

1. "In-kind gifts" refers to the donation of goods and services.
2. Acceptable items include, but are not limited to, the following:
 - A. Food, if in sufficient quantities and in unopened original packaging (exception: locally grown produce)

- B. New blankets, robes, socks, underwear
- C. Gently used clothing, towels, blankets
- D. Unopened or unused hygiene items or dental care products
- E. Durable medical equipment of the type used by OLMCOS (case-by-case basis)

Please note that OLMCOS may accept other in-kind donations for use during events throughout the year or may solicit other in-kind items on an as-needed basis

Declining Gifts

Gifts may have to be declined under certain conditions including, but not limited to, the following:

1. The gift is restricted and requires support from other resources that are unavailable, inadequate, or may be needed for other institutional purposes.
2. The gift is restricted and supports a purpose or program peripheral to existing principal purposes of OLMCOS or creates or perpetuates programs or obligations that dissipate resources or deflect energies from other programs or purposes.
3. The gift injures the reputation or standing of OLMCOS or generates such controversy as to substantially frustrate and defeat the purpose to be served.
4. The acceptance of a gift creates an undue burden for administration/finance.