



OUR LADY OF MERCY  
COMMUNITY  
OUTREACH

### Gift Acceptance Policy Summary

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.

- **Gift Program Designations:** General, unrestricted gifts are strongly encouraged, but restricted gifts for the following programs are allowed:
  - The Outreach - Johns, James and Wadmalaw Islands
  - Neighborhood House – Downtown
  - Dental Program
  - Basic Needs (Food, clothing, financial assistance, job services)
  - Education (Adult and Youth)
  - Wellness Programs
  - Neighborhood House – Food Programs

*Any further restrictions on gifts require a minimum of a \$5,000 donation and approval by the Executive Director. For further information, contact Kristin Raymond, Director of Development, at [kristin.raymond@olmoutreach.org](mailto:kristin.raymond@olmoutreach.org), 843-559-4109 x112.*

- **Personal Property (In-Kind Gifts):** The acceptance of in-kind gifts is based upon the relevance to the mission of OLMCOS and/or the financial benefit to accepting said gift.
  - Acceptable items include, but are not limited to, the following:
    - Food, if in sufficient quantities and in unopened original packaging
    - Gift cards, vouchers, and other giveaway
    - New blankets, robes, socks, underwear
    - Gently used clothing, towels, blankets

*All donors making in-kind gifts are asked to complete an in-kind donation form so donations are correctly recorded and acknowledged.*

### **Important Details**

- OLMCOS accepts cash, checks, money orders, credit cards, and IRA distributions
  - All checks (including checks for Neighborhood House) should be made payable to Our Lady of Mercy Community Outreach or OLMCOS and should not be made payable to an employee, volunteer, program, or building under the umbrella of OLMCOS.
- OLMCOS accepts endowments and planned giving. Please contact Kristin Raymond for more details. [Kristin.raymond@olmoutreach.org](mailto:Kristin.raymond@olmoutreach.org) or 843.559.4109 Ext.112
  - Publicly-Traded Securities
    - Securities, which are traded on the New York Stock Exchange, American Stock Exchange, NASDAQ, or other readily available markets, are accepted by OLMCOS. Contact Kristin Raymond for details.
- All donors are furnished gift acknowledgment letters as soon as possible after the receipt of a gift, but no later than 10 days after receipt of the gift.
- **Declining Gifts:** Gifts may have to be declined under certain conditions including, but not limited to, the following:
  - The gift is restricted to a level that requires support from other resources that are unavailable, inadequate, or may be needed for other purposes.
  - The gift is restricted and supports a purpose or program that does not align with the mission or current programs and services of OLMCOS.
  - The gift injures the reputation or standing of OLMCOS.

For a full copy of the Our Lady of Mercy Community Outreach Services, Inc. Gift Acceptance Policy or for more information, please contact Kristin Raymond ([Kristin.raymond@olmoutreach.org](mailto:Kristin.raymond@olmoutreach.org) or 843.559.4109 Ext. 112).