

# **CULTURAL ARTS CENTER WHITEWATER ARTS ALLIANCE'**

## **ACCEPTANCE OF GIFTS**

### **PURPOSE OF POLICY**

The Whitewater Arts Alliance Board is the executive body of the Cultural Arts Center and has the obligation to oversee the receipt of non-monetary gifts and conditional monetary donations made to the Center. Gifts and donations can be made in many forms and at times are given with conditions or restrictions attached. In order to avoid any misunderstanding or confusion concerning the nature of terms of gifts, the WAA Board hereby adopts this policy statement to facilitate the gifting process.

### **STATEMENT OF POLICY**

Any party considering making a gift to the Cultural Arts Center is encouraged to first consult with the Whitewater Arts Alliance Board of Directors prior to offering the gift.

If the party desires to offer the gift, they are asked to fill out the Form for Donation of Gifts and return to the WAA Board.

The WAA Board shall be advised of any proposed non-monetary gift or conditional monetary gift within five (5) days and shall forthwith place the gift offer on the agenda of the next scheduled board meeting.

Upon review, the WAA Board of Directors, in a timely fashion, votes to accept, not accept, or accept with modified conditions, the offered gift. Upon acceptance, the Board will attempt to abide by the wishes of the donor.

The party who has proposed a gift shall be advised that the Center greatly appreciates their interest in making a gift to the Center. Any party whose gift is accepted for the Center shall, in a timely fashion, be sent a written note of thanks for the gift.

Once the gift is received by the Center, it becomes the property of the Whitewater Arts Alliance. Acknowledging that all physical items may have a limited usage, the WAA retains the right to locate/relocate, repair or discard any physical object in the future. All decisions regarding location or relocation, repair, removal /discarding and actual use of the gift rest entirely on the Board of Directors of the Whitewater Arts Alliance.

Mission statement: The mission of the Whitewater Arts Alliance Inc. is to promote the visual and performing arts through an alliance of artists, individuals, educational resources, and organizations to promote creativity and diversity that will serve to educate and enrich the lives of the residents of the Whitewater community and surrounding areas.

**CULTURAL ARTS CENTER  
WHITEWATER ARTS ALLIANCE**

**FORM FOR DONATION OF GIFTS**

1) Date \_\_\_\_\_

2) \_\_\_\_\_  
Name of individual(s) who desires to give the following gift to the Cultural Arts Center

3) \_\_\_\_\_  
Description of Gift

\_\_\_\_\_  
\_\_\_\_\_

4) We are anticipating that the gift would be used in the following way or placed in the following location:

\_\_\_\_\_

5) The person to contact if there are questions is:

\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip