

Big Brothers Big Sisters of Central Indiana Non-Discrimination Policy

(updated 8.27.2020)

Big Brothers Big Sisters of Central Indiana follows a non-discrimination policy that prohibits exclusion of potential volunteer Bigs, youth, parents/guardians, board members, or agency staff on the basis of race, color, religion, age, pregnancy, gender, gender identity or expression, sexual orientation, national origin, ancestry, disability, veteran status, marital status, or any other protected class.

Big Brothers Big Sisters of Central Indiana Diversity, Equity, and Inclusion Policy

(updated 8.27.2020)

Big Brothers Big Sisters of Central Indiana actively engages diversity, inclusion and cultural competencies throughout our organization. BBBSCI serves an incredibly diverse constituency of adult volunteers, youth and families of the youth, donors, and partners. It is paramount to achieving our mission to value diversity and practice inclusion amongst all of our stakeholders served by the organization. In doing so, we recognize the strengths and challenges of diversity include but are not limited to – race, religion, national origin, color, economic status, gender identity or expression, sexual orientation, marital status, disability education, expertise, and socio-economic status. The organization's staff and board strive to be representative of the constituencies we serve.

Big Brothers Big Sisters of Central Indiana Donor Privacy Policy

Big Brothers Big Sisters of Central Indiana (BBBSCI) has a commitment to the generous donors that make it possible for us to serve youth across Central Indiana. We will not sell, share, or trade our donors' names or personal information (including name, address, telephone number, and e-mail address) with any other entity nor send mailings to our donors on behalf of other organizations. To the extent where any donations are processed through a third-party service provider, our donors' billing information will only be used for the purposes needed to process the donation or event registration. This confidential billing information is kept on file for IRS purposes and shared with staff on a need-to-know basis, but is not otherwise disclosed with any other third party.

To ensure that Big Brothers Big Sisters of Central Indiana merits the respect and trust of our donors, all persons have the right to the following:

- Be informed of our mission and the way BBBSCI intends to use donated resources to fulfill this mission;
- Have access to our most recent financial statements;
- Be confident and assured that your gifts will be used for the purposes for which they were given and will be appropriately acknowledged for them in a timely manner;
- Expect that all information about your donation is handled with respect and confidentiality to the extent provided by law; and
- Ask questions when making a donation of any kind and receive truthful, prompt, and straightforward answers.

Contributions from individuals, corporations, foundations, and government sources are the lifeblood that allows our organization to support one-to-one mentoring

relationships that change children's lives for the better, forever. For this, we are grateful.

Please do not hesitate to contact Big Brothers Big Sisters of Central Indiana with questions about our billing process, privacy policy, or confidentiality practices.

TOGETHER, WE ARE DEFENDERS OF POTENTIAL.

Big Brothers Big Sisters of Central Indiana Gift Acceptance Policy

Big Brothers Big Sisters of Central Indiana, a not for profit organization organized under the laws of the State of Indiana, encourages the solicitation and acceptance of gifts to Big Brothers Big Sisters of Central Indiana (hereinafter referred to as the BBBSCI) for purposes that will help BBBSCI to further and fulfill its mission. The following policies and guidelines govern acceptance of gifts made to BBBSCI or for the benefit of any of its programs.

BBBSCI prefers unrestricted gifts, however, it recognizes and encourages appropriate collaborations with a variety of stakeholders, including donors, that ensure careful control of the content and integrity of its programs and fiscal responsibility.

The mission of Big Brothers Big Sisters of Central Indiana is to provide children facing adversity with strong and enduring, professionally supported 1-to-1 relationships that changes their lives for the better, forever.

I. Purpose of Policies and Guidelines

The Board of Directors of Big Brothers Big Sisters of Central Indiana and its staff solicit current and deferred gifts from individuals, corporations, and foundations to secure the future growth and mission of BBBSCI. These policies and guidelines govern the acceptance of gifts by BBBSCI and provide guidance to prospective donors and their advisors when making gifts to BBBSCI. The provisions of these policies shall apply to all gifts received by BBBSCI for any of its programs or services.

II. Use of Legal Counsel

BBBSCI shall seek the advice of legal counsel in matters relating to acceptance of gifts where appropriate. Review by counsel is required for:

1. Review of all gifts involving contracts, such as bargain sales or other documents requiring BBBSCI to assume an obligation
2. Gifts of all closely held stock transfers
3. Review of all gifts involving real estate
4. Review of all transactions involving a potential conflict of interest
5. Other instances in which use of counsel is deemed appropriate

III. Conflict of Interest

Prospective donors shall be urged to seek the assistance of personal legal, tax and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences. BBBSCI will comply with the Model Standards of Practice for the Charitable Gift Planner promulgated by the National Committee on Planned Giving.

IV. Restrictions on Gifts

BBBSCI will accept unrestricted gifts and gifts for specific programs and purposes, provided that such gifts are consistent with its stated mission, purposes and priorities. BBBSCI will not accept gifts that are too restrictive in purpose, including those that violate the terms of its bylaws, gifts that are too difficult to administer or gifts that are for purposes outside the mission of BBBSCI. The Gift Acceptance Committee shall make decisions regarding the restrictive nature of a gift, and its acceptance or refusal.

V. The Gift Acceptance Committee – will meet only when needed

Purpose

The Gift Acceptance Committee (GAC) is charged with the responsibility of reviewing proposed gifts in order to determine acceptability. The GAC will review proposed gifts of real estate, tangible personal property, closely held stock, thinly traded stock, restricted stock, and other issues deemed by staff to merit such review.

Authority

Final authority for gift acceptance or denial, for gifts as defined above, lies with the Executive Committee. The Committee may seek guidance from the Board, Finance or Development committees, legal or other counsel if required by policy or if in its judgment such additional counsel is advisable. A minimum of three members must be present for official actions of the Committee.

Delegated Authority

The acceptance of a new gift is delegated to the Chief Development Officer when the gift is consistent with existing acceptance policies and established fees.

Membership

The GAC shall consist of the following members:

- President, BBBSCI Board of Directors
- Treasurer and/or Chairman of the Finance Committee, BBBSCI Board of Directors
- Chairman, Board Development Committee

- Chief Executive Officer
- Chief Development Officer
- Controller
- Individual Gifts Officer

VI. Types of Gifts

A. The following gifts are acceptable:

1. Cash
2. Tangible Personal Property
3. Securities
4. Real Estate
5. Remainder Interests in Property
6. Bargain Sales
7. Life Insurance and Life Insurance Beneficiary Designations
8. Retirement Plan Beneficiary Designations
9. Bequests
10. Charitable Gift Annuities
11. Charitable Remainder Trusts
12. Charitable Lead Trusts

B. The following criteria govern the acceptance of each gift form:

1. Cash: Cash is acceptable in any form.
2. Tangible Personal Property: All gifts of tangible personal property shall be examined in light of the following criteria:
 - Does the property fulfill the mission of BBBSCI?
 - Is the property marketable?
 - Are there any undue restrictions on the use, display or sale of the property?
 - Are there any carrying costs for the property?

The Gift Acceptance Committee shall make the final determination on the acceptance of any tangible property gifts more than \$5,000 in value.

3. Securities: BBBSCI can accept gifts of both publicly traded and/or closely held securities.

- i. **Publicly traded Securities:** Marketable securities may be transferred to an account maintained at one or more brokerage firms or delivered physically with the transferor's signature or stock power attached. As a general rule, all marketable securities shall be sold upon receipt unless otherwise directed by the Finance Committee. In some cases, applicable securities laws may restrict marketable securities; in such instance the Gift Acceptance Committee shall make the final determination on the acceptance of the restricted securities.
- ii. **Closely Held Securities:** Closely held securities, which include not only debt and equity positions in non-publicly traded companies but also interests in Limited Liability Partnerships (LLPs) and Limited Liability Corporations (LLCs) or other ownership forms, can be accepted subject to the approval of the Gift Acceptance Committee. However, gifts must be reviewed prior to acceptance to determine that:
 - There are no restrictions on the security that would prevent BBBSNT from ultimately converting those assets to cash,
 - The security is marketable, and
 - The security will not generate any undesirable tax consequences for BBBSNT.

If the proposed closely held security gift is particularly complex, further review and recommendation by an outside tax, legal and/or securities professional may be sought before making a final decision on acceptance of the gift. Every effort will be made to sell closely held securities as quickly as possible.

4. **Real Estate:** Gifts of real estate may include developed property, undeveloped property or gifts subject to a prior life interest. Prior to acceptance of a real estate gift, BBBSNT shall require an initial inspection and review of the property to insure that the property is not contaminated with environmental damage. In the event that the initial inspection reveals a potential environmental problem, BBBSNT shall retain a qualified inspection firm to conduct an environmental audit. The cost of the environmental audit shall generally be an expense of the donor.

Where appropriate, a title binder shall be obtained by BBBSNT prior to the acceptance of the real property gift. The cost of this title binder shall generally be an expense of the donor.

Prior to acceptance of the real property, the Gift Acceptance Committee shall approve the gift. Criteria for acceptance of real property shall include:

- Is the property useful for the purposes of BBBSCI?
- Is the property marketable?
- Are there any restrictions, reservations, easements or other limitations associated with the property?
- Are there any carrying costs, which may include insurance, property taxes, mortgages or notes, etc., associated with the property?
- Does the environmental audit reflect that the subject property is free from environmental damage?

5. Remainder Interests in Property: BBBSCI will accept a remainder interest in a personal residence, farm or vacation property subject to the provisions contained in the above section captioned Real Estate. The donor or other occupants may continue to occupy the real property for the duration of the stated life. At the death of the donor, BBBSCI may use the property or sell the property at its discretion. Where BBBSCI receives a gift of a remainder interest, expenses for maintenance, real estate taxes and any property indebtedness are to be paid by the donor or primary life estate beneficiary. Terms of the remainder interest shall be reflected in an agreement executed by the parties to the referenced remainder interest.

6. Bargain Sales: BBBSCI will enter into a bargain sale arrangement in instances in which the bargain sale furthers the mission and purposes of BBBSCI. All bargain sales must be reviewed and recommended by the Gift Acceptance Committee and approved by the Finance Committee of the Board of Directors. Factors used in determining the appropriateness of the transaction include:

- BBBSCI must obtain an independent appraisal substantiating the value of the property
- If BBBSCI assumes debt with the property, the debt ratio must be less than 50% of the appraised market value
- BBBSCI must determine that it will use the property, or that there is a market for sale of the property allowing sale within 12 months of receipt
- BBBSCI will calculate the carrying costs to safeguard and insure the property. BBBSCI will also compute the other property expenses such as: property taxes, maintenance and marketing costs. These costs will be carefully factored into the bargain sale acceptance decision.

7. Life Insurance: BBBSCI must be named as both beneficiary and irrevocable owner of an insurance policy before a life insurance policy can be recorded as a gift. The gift is valued at its interpolated terminal reserve value, cash surrender value upon receipt or the then current generally accepted accounting procedures (GAAP) definition. If the donor contributes future premium payments, BBBSCI will include the entire amount of the additional premium payment as a gift in the year that it is made. If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, the Gift Acceptance Committee may decide to:

- Continue to pay the premiums,
- Convert to policy to paid up insurance, or
- Surrender the policy for its current cash value.

i. Life Insurance Beneficiary Designations: Donors and supporters of BBBSCI may be encouraged to name BBBSCI as beneficiary or contingent beneficiary of their life insurance policies. Such designation shall not be recorded as a gift to BBBSCI until such time as the gift is irrevocable. Where the gift is irrevocable, but not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

8. Retirement Plan Beneficiary Designations: Donors and supporters of BBBSCI may be encouraged to name BBBSCI as beneficiary of their retirement plans. Such designations shall not be recorded as gifts to BBBSCI until such time as the gift is irrevocable. Where the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

9. Bequests: Donors and supporters of BBBSCI may be encouraged to make bequests to BBBSCI under their wills and trusts. Such gifts shall not be recorded as gifts to BBBSCI until such time as the gift is irrevocable. Where the gift is irrevocable, but not due until a future date, the present value of the gift may be recorded at the time the gift becomes irrevocable.

10. Charitable Gift Annuities: BBBSCI may offer both Immediate and Deferred Payment Charitable Gift Annuities. The minimum gift for funding shall be \$10,000. The minimum age for life income beneficiaries of immediate gift annuities shall be 60. Where a deferred payment gift annuity is offered, the minimum age for life income beneficiaries shall be 40; however, the annuitant(s) must be at least 60 years old before annuity payments begin. No more than two life income beneficiaries will be permitted for any gift annuity.

The gift annuity payout rates offered by BBBSCI will be consistent with the rates suggested by the American Council on Gift Annuities (Council). These rates are regularly reviewed in light of the changing interest rate environment and economic conditions by the Council and its actuaries and are consequently amended from time to time. The Finance Committee of BBBSCI will review Council suggested rate changes as they occur and determine the advisability of continuing to adhere to then current suggested payout rates. Annuity payments may be made on a quarterly, semi-annual, or annual schedule. The Gift Acceptance Committee must approve any exceptions to the above referenced gift annuity guidelines.

BBBSCI will not accept real estate, tangible personal property or any other illiquid asset in exchange for an immediate charitable gift annuity. BBBSCI may accept such assets in exchange for a deferred payment gift annuity so long as there is adequate time to sell the property and the value of the property is reasonably certain. In addition, the Gift Acceptance Committee must approve any such transaction. Gift Annuities of \$500,000 or more also need prior approval of the Gift Acceptance Committee.

Funds contributed in exchange for a gift annuity shall be set aside and invested during the term of the annuity payments. Once the annuity payments have terminated, the funds representing the remaining principal contributed in exchange for the gift annuity shall remain in a payment reserve pool until the pool level equals 150% of the present value of the outstanding annuity payment obligations. Since the gift annuity payments are a general obligation of BBBSCI, the Finance Committee will regularly monitor the capital adequacy of the payments reserve pool and the pool's investment performance.

11. Charitable Remainder Trusts: BBBSCI may accept designation as a remainder beneficiary of a Charitable Remainder Trust (Annuity Trust/Unitrust). Donors of charitable remainder trusts should contribute a minimum of \$100,000 and be at least 60 years of age. BBBSCI will assist the donor's legal and financial advisors to insure that the BBBSCI beneficiary designation language is appropriate and consistent with the wishes of the donor(s). Counsel for BBBSCI will review the charitable trust document or beneficiary designation language prior to acceptance. BBBSCI will not accept an appointment as Trustee of a charitable remainder trust.

12. Charitable Lead Trusts: BBBSCI may accept a designation as income beneficiary of a charitable lead trust. Counsel for BBBSCI will review any legal matters associated with the

proposed lead trust. BBBSCI will not accept an appointment as Trustee of a charitable lead trust.

VII. Miscellaneous Provisions

A. Securing Appraisals and Counsel for Gifts to BBBSCI: It shall be the responsibility of the donor to secure a qualified appraisal, if needed, in order to substantiate the gift value for tax purposes. The donor shall be responsible for securing the guidance of legal, tax or financial counsel associated with gifts made to BBBSCI. BBBSCI will be responsible for any counsel it engages for its benefit.

B. IRS Filings: The donor is responsible for all gift related tax filings. BBBSCI is responsible for filing IRS Form 8282 upon the sale or disposition of any asset sold within two years of receipt by BBBSCI where the charitable deduction value of the item was \$5,000 or greater. BBBSCI must file this form within 125 days of the date of sale or disposition of the asset. Form 8282 with filing instructions is attached as an appendix to these policies.

C. Valuation of gifts for development purposes: BBBSCI will record a gift received at its valuation for gift purposes on the date of gift.

D. Gift Acknowledgements: Acknowledgement of all gifts made to BBBSCI will be in compliance with current IRS requirements as stated in the following IRS Publications:

- IRS Publication 526 Charitable Contributions
- IRS Publication 561 Determining the Value of Donated Property

Big Brothers Big Sisters of Central Indiana Privacy Policy

We at Big Brothers Big Sisters of Central Indiana ("BBBSCI") respect your concerns about privacy and value the trust you have placed in us. We are committed to ensuring that your privacy is protected. We have developed this Privacy Policy ("Policy") in order for you to understand the types of personally-identifiable information BBBSCI collects on this website, how we may use that information, and with whom we may share it. Our Policy also describes the measures we take to protect the security of the information you provide when using this website. In addition, we describe the choices you can make about how we use the information you provide to us through this website. We tell you how you can update your contact information, remove your name from our mailing list, or answer any questions you may have about our privacy practices.

BBBSCI reserves the right to change our information practices and the terms of this Policy, and to apply the changed practices to all information we have about you. You should check the page from time to time to ensure you are satisfied with any changes. If you do not agree with or are not comfortable with any actions described in this Policy, your remedy is to discontinue use of this website. This Policy is effective from August 8, 2018.

What types of information does BBBSCI collect about me from my use of this website and how does BBBSCI use the information?

We collect and use information about you to communicate with you about our services, promotions, programs, and events, and to customize our communications in those areas. We also collect information to improve your website experience, enroll Big Brothers and Big Sisters and Littles, and enable you to make donations to BBBSCI. Here are the ways we obtain information about you and the types of information we obtain:

- Register for Our Newsletter. When you ask us to send you our newsletter, you provide us with your email address so we can fulfill your request.
- Contact Us Link. If you contact us via our website, we may ask you for information such as your name, address, and email address so we can respond to your questions or comments. Unless you consent, we do not retain this information except to respond to your inquiries.
- Like many organizations, we use cookies and log files on our website. Cookies are small text files that websites often store on the computer hard drives of visitors to their sites. A cookie contains a unique code, which is used to recognize your computer when a user of your computer returns to a website that was visited previously. Log files are small text files that websites automatically create when a user visits a site. We use cookies and log files to enhance the online experience of our visitors and to better understand how our site is used. Cookies and log files may tell us, for example, whether you have visited our site before or whether you are a new visitor.
 - The "help" portion of the toolbar on most browsers will tell you how to stop accepting new cookies, how to be notified when you receive a new cookie, and how to disable existing cookies. Remember, though, without cookies, you may not be able to take full advantage of all our website features, such as participating in online games and sweepstakes.
- When you enroll online to become a Big or Little, you give us your name, email address, and phone number. If you are under 13 years old, we ask you to have your parent or guardian enroll you, or you may us directly.
- Special Offers and Instant Coupons. From time to time, we may offer you discounts and rewards provided by our supporters. When you choose to download any special offers or instant coupons from our websites, we do not collect any personal information about you.

- You may ask us to send an eCard on your behalf. We do not use any personal information you provide in connection with sending an eCard except to send the eCard.
- Participate in Contests and Sweepstakes. When you sign up to participate in one of our contests or sweepstakes, you may provide us with information such as your name or email address. We may use the information to enter you in the contest or sweepstakes and contact you if you win. Also, unless you previously asked us not to send you our newsletter, we will add your email address to our newsletter list. If you do not want to receive information about BBBSCI, you may choose not to participate in our contests and sweepstakes.
- You also give us contact information and credit card or checking information so we can process your donation. We use this information for that purpose and to customize our communication with you. BBBSCI will not share or sell a donor's personal information with anyone else, nor send donor mailings on behalf of non-BBBSCI organizations.

Does BBBSCI share the information it obtains about me with third parties?

BBBSCI does not share personal information about you with any third parties for their own marketing purposes. We do share this information with service providers we have retained to perform services on our behalf who may have their own privacy policies that may apply, but these service providers are not authorized by us to use or disclose the information except as necessary to perform services on our behalf or to comply with legal requirements. We also may disclose information about you to other members of the BBBSCI family (such as our national organization) or to sponsorship partners solely with respect to tracking and enhancing campaigns in furtherance of our mission and as required by law. We may provide aggregate information to our national organization or reputable third parties with a written MOU clarifying the parameters of data use.

How does BBBSCI protect personal information?

The security of personal information is a high priority for us. We maintain online and offline safeguards to protect against unauthorized disclosure, use, alteration and destruction of the personal information in our possession. To protect the security of your credit card information, we use the industry standard for Internet security -- Secure Socket Layer (SSL) technology. This Internet encryption standard scrambles data as it travels from your computer to our server. You'll know that you're in a secure area of our website when the "http" portion of the BBBSCI website address in your browser changes to "https." The "s" stands for "secure." When we work with other companies to process credit card transactions, many of those companies also use encryption and/or other security measures. If you prefer not to make a financial donation online, you may also send a check to: Big Brothers Big Sisters of Central Indiana, 1433 N Meridian Street, Indianapolis, Indiana 46202.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, donations) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

Does the BBBSCI website contain links to other websites?

The BBBSCI website may contain links to other websites that operate independently of BBBSCI and are not under our control. We provide links to those sites solely for your convenience and information. We encourage users to be aware when they leave our site and to look at the privacy notices for any websites that collect personally identifiable information. BBBSCI is not responsible for information that is provided by those sites or for any other use of the sites.

How can I update my contact information?

Please email us to indicate that you would want to change the contact information we have for you. Please email us from the email address we would have on file so we can verify ownership. Email us at big@bbbsci.org.

TOGETHER, WE ARE DEFENDERS OF POTENTIAL.

Will I receive email from BBBSCI?

We will send you email only if you have provided us with your email address and have asked us to communicate with you this way.

What if I prefer not to receive communications from BBBSCI?

You may always unsubscribe from our emails by clicking on the unsubscribe link at the bottom of the email. Or you may email us to indicate that you would like to unsubscribe from our mailings. Please email us from the email address we would have on file so we can verify ownership. Email us at big@bbbsci.org.

If you have any questions about this Policy or BBBSCI's privacy practices, please contact us at big@bbbsci.org. If you feel that we are not abiding by this Policy, you should contact us immediately via telephone at 317-921-2201 or via email to big@bbbsci.org.

DATED: Aug. 8, 2018