

**WAC 256-30-030 Procedures for accepting gifts.** (1) Donors: The society greatly values its donors and their support of the society. Society staff will treat donors with respect and professionalism. Donors will be acknowledged and thanked for their gifts in writing within a reasonable period of time, generally not to exceed one month.

(2) Donor intent: Society staff and representatives agree to respect and carry out the intentions of the donors whose gifts, grants, conveyances, bequests, or devises have been accepted by the society or the foundation on behalf of the society.

(3) Gift documentation: The society will document the receipt of all gifts. Some gifts may be accompanied by a letter or form from the donor. Ideally, the donor's gift form or letter will record:

- (a) The name of donor(s);
- (b) The date the gift was received;
- (c) A brief description of the item(s);
- (d) Serial number (if any);
- (e) The gift's value;
- (f) A declaration that the gift is irrevocable; and
- (g) The purpose of the gift.

If a gift form or letter does not accompany the gift, the society staff shall prepare and send a letter to the donor which documents this information.

[Statutory Authority: Chapter 27.34 RCW, RCW 42.56.040, 27.34.070, and 43.21C.120. WSR 17-07-057, § 256-30-030, filed 3/11/17, effective 4/11/17.]