

Gift Acceptance Policy

Purpose

The Association of Pediatric Hematology Oncology Nurses (APHON) was established for educational and scientific endeavors concerning the specialty of pediatric hematology nursing, and pediatric oncology nursing, with one goal being the improvement of the care of children with cancer and blood disorders. APHON leaders are obligated to govern over the organization's charitable mission and donation programs to provide guidelines to donors and their professional advisors.

On July 29, 1977, APHON was recognized as an organization exempt from Federal income tax under section 501(c)(3) in which APHON was defined as a public charity (not a private foundation) under IRS Section 509(a)(2) with the objective to receive substantial revenues from a combination of contributions, membership fees, and gross receipts from activities that further its exempt purpose.

APHON's EIN is 23-7446224.

Definition of a Gift

A gift is defined as a voluntary transfer of assets from a person or an organization to APHON. A gift can be in the form of cash; an asset such as stocks and real estate; or an in-kind donation or contribution (more below).

A gift does not generally involve a consideration or contractual duty between APHON and the donor. Meaning, the donor receives no direct benefit for giving to APHON other than recognition. The IRS allows for 'Token Exceptions' granting donors items of insubstantial value in appreciation for a gift. When a donor receives a good or service in exchange for the gift such as a ticket to an event it is known as a 'quid pro quo contribution' and the receipt must detail the fair market value of the item(s) provided to the donor. Note: APHON membership dues are not considered a donation as it exceeds the IRS standard of US\$75.

Any determination of the eligibility of a charitable gift for a tax deduction must be determined by the donor and their tax advisor (US residents may reference [Charitable contribution deductions | Internal Revenue Service](#) and [Publication 526 \(2023\), Charitable Contributions | Internal Revenue Service](#)).

APHON Funds

Only the APHON Board has the right to establish, maintain and close out funds in accordance with U.S. generally accepted accounting principles (GAAP) and U.S. tax codes.

- An unrestricted fund established by a board may be used for any legal purpose appropriate to the organization. This is referred to as 'Net assets without Donor Restriction'. Donors designate money for the 'good of the organization' and then

periodically the board releases/assigns the monies to a purpose aligned with the APHON mission.

- The board can establish temporarily restricted funds. This is referred to as ‘Net assets with Donor Restriction’. Our Star Fund and Global Outreach Fund fall in this category. It is temporarily restricted because the board has established it and guides how funds are spent from the fund. The Board may choose to end the program by announcing to the members, ceasing to accept new donations, spending down the funds and closing it.
- Donor restricted funds are monies set aside for a particular purpose because of donor designated giving. They are permanently restricted to that purpose and cannot be used for other expenses of APHON. ***The APHON board must approve acceptance of a donor restricted gift if it is for a purpose not already approved by the board.***
- Permanently restricted funds such as an endowment fund may be established by the APHON Board. The donor designated gift is invested and only the interest earned may be utilized. This is most often set up as an endowment fund. Endowment funds do not end or close and therefore require significant strategic consideration when established.

Currently APHON has two funds:

APHON Star Fund – This is APHON’s general purpose fund. The name of the fund was updated in 2024 to the APHON Star Fund. Monies from this fund may be designated for programs as voted on by the APHON Board to support the APHON charitable mission and strategic plan. This could include education development, creation of publications, research grants, awards, and scholarship programs. Undesignated gifts given to APHON will automatically be placed in the APHON Star Fund.

APHON Global Outreach Fund - Established in 2018, the purpose is to support fundraising activities of the global outreach committee, international work/education, the International Nurse Scholar Program, and continued emphasis at the conference.

Acceptance of a Gift

Guidelines:

- APHON Headquarters must maintain detailed records for all contributions received per Section 170(f)(17) of the Internal Revenue Code and Section 1.170A-15 of the Income Tax Regulations) for seven years.
- APHON reserves the right to accept or decline any gift.
- Processing all gifts and generating gift receipts is the responsibility of APHON Headquarters and must be completed in a timely manner.
- The U.S. IRS requires that APHON acknowledges any single donation of \$250 or more; however, APHON believes in receipts for all gifts.
- Gifts processed through www.aphon.org receive digital acknowledgment which will serve as the official gift receipt. Other types of gifts will receive a customized receipt.
- A donor may make a dedicated tribute gift in honor of or memory of an individual. If an email is provided, Headquarters will provide a notice to the honored individual or the family.

- Any donor designated gift outside of APHON's approved funds must be approved by the APHON Board.
- Acceptance of a financial asset other than cash or property must be approved by the APHON Executive Committee.
- Gifts of real estate/property including the sale and distribution must be discussed and approved by the APHON Board unless delegated to the Executive Committee (more below).
- A gift is irrevocable once made.
- APHON must issue year end donation statements by January 31 (see below).
- Reference www.irs.gov for regulations related to charitable contributions (see [Charitable contributions: Written acknowledgments | Internal Revenue Service](#)).

Types of gifts:

Gifts of Cash. Cash gifts are acceptable in any form, including by check, money order, credit card or online. The transaction processing date is the applicable date of the gift. The date a check is credited to the APHON's bank account, will be considered the receipt date of the gift.

Third Party Platforms (i.e. Facebook). If a fundraiser is created by an APHON member on a third-party platform, the member will be posted to the APHON Star Fund and credited for recognition in that fiscal year but will not be the donor eligible for a tax receipt.

Matching Gifts. Matched gifts from employers and other sources will be posted to the APHON Star Fund and will not be credited to the donating organization.

In-kind Contributions. When APHON receives a gift of goods and services, often referred to as a *gift-in-kind*, or a gift of individual or corporate services valued at US\$250 or above, a letter of acknowledgement will be issued.

Securities. Securities will be sold promptly upon receipt under supervision of the APHON Treasurer after consultation with APHON's investment advisors.

- Publicly traded/marketable securities may be transferred electronically to an investment account held by the APHON.
- The valuation of securities that are not publicly traded is the responsibility of the donor. Securities must be marketable and able to be liquidated in a reasonable amount of time. The donor is responsible for all costs associated with ensuring donated securities are marketable with no restrictions.
- The donor will receive acceptance letter denoting the Fair Market value of the securities gifted upon sale

Real Estate or Property. The APHON Board must approve all gifts of real estate or property. No gift of real estate or real property is accepted if such acceptance causes APHON to incur a financial burden, potential liability, or other obligations, unless otherwise determined by the APHON Board. Acceptance is contingent on an independent appraisal paid for by the donor. APHON does not value any such donated item for income tax purposes. If property cannot be liquidated in a reasonable amount of time, the APHON may choose to decline the gift.

Life Insurance. All or a portion of the proceeds of a life insurance policy can be donated by naming the APHON as beneficiary. The policy may be held in the donor's name or APHON.

Planned Gifts. APHON welcomes gifts from charitable gift annuities, charitable remainder trusts, charitable remainder, unitrusts, charitable lead trusts and bequeathed estates. Oversight for planned gifts falls to the APHON Treasurer in consultation with APHON's investment advisors.

Unacceptable Gifts. The Executive Committee of the APHON makes the first decision about the acceptance of gifts that may be deemed to fall outside of established policy guidelines. When appropriate, the gift may be discussed at the next meeting of the APHON Board. Gifts could be declined based on:

- Designated with restrictions that fall outside APHON's mission and priorities.
- Undue burden created by cost, liability, or potential penalty of any kind.
- Cited conditions that are not in the best interest of APHON.
- May not be liquidated into cash in a reasonable amount of time.
- Fall outside ethical boundaries.

Year End Tax Statements

Donations must be received and processed prior to December 31 at 11:59 PM Eastern Time to be counted in a calendar year. APHON must issue annual statements to donors by January 31. (See [Charitable contributions: Written acknowledgments | Internal Revenue Service](#)).

While receipts are issued for individual transactions, it is best practice that APHON issue a year end statement to donors including.

- APHON's corporate address and EIN.
- Dollar amount and date of cash contribution.
- Description (but not value) of noncash contributions
- Statement of which portion of the gift is tax-deductible, and for the non-deductible portion, a description and good faith estimate of any goods and services provided.

Use of Independent Counsel by the Donor

Use of legal counsel by both the donor and the APHON is advantageous to all parties. The APHON cannot serve as both the donor's advisor and beneficiary of the donor's gifts. Therefore, potential donors are advised to consult independent tax and/or legal counsel before making gifts to the APHON.

Internal Tracking of the Gift

All donations to funds are managed by generally accepted accounting principles (GAAP) to ensure that they are applied to the intended purpose. Revenue is booked upon receipt. A corresponding entry is made to reclass the resulting Net asset implication onto the "Net Assets

with Donor Restrictions” account. This would be shown on the monthly balance sheet in total. As the restriction is lifted (i.e., as the APHON Board approves use based on the purpose of each fund) this entry would be reversed, shifting the balance out of the restricted category and into the Net assets without donor restrictions category. This would be reviewed as part of the annual audit.

Document control:

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Amended policy adopted:	
Next review date:	February 2027
Responsible body:	APHON Board