

Donation Policy for the Thurston Nature Center

The Thurston Nature Center solicits and accepts gifts for purposes that will help fulfill our mission and vision. Every donation will be put to work for ongoing efforts to maintain the Natural Communities in the Nature Center, programming efforts, maintenance of physical assets such as benches, trail signs, kiosks, picnic tables, etc.

We urge all prospective donors to seek the assistance of your own legal and financial planners in matters relating to your gifts. The following policies and guidelines govern the acceptance of all gifts made to the Thurston Nature Center for the benefit of its operations, programming or services.

Policy Evaluation and Governing

The Executive Board and Committee will govern over the gifting policies and determine upon its review, updates and adoption of new policies. These policies will be reviewed by the Central Organization for final approval which is Thurston Elementary PTO.

Use of Legal Counsel

The Nature Center will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review is recommended in situations with gift securities, gifts requiring the Nature Center assuming financial or other obligations, transactions with potential conflicts of interest, gifts of property which may be subject to environmental or other regulatory obligations.

The Thurston Nature Center cannot serve as both the recipient and tax advisor for the donor as this poses a conflict of interest.

Gifting Defined

The gift or donation is a transfer that is voluntary and motivated by the giver.

Policies

1. All donations received will be recorded and retained with the Thurston Nature Center financial records to ensure adherence to proper usage and appropriate stewardship of the gifts. These records will be held in compliance to the IRS Publication 4221: Compliance Guide for 501c3 Public Charities.
2. All donations received will be acknowledged by the Chair of the Executive Board through some form of communication, US MAIL, email, phone or in person.

3. Donations given in honor of or in memory of a special person or occasion will be recorded in the same manner as mentioned above and we will send a letter to that recipient or their family. Please be sure to include their name and address.
4. All donors wishing to remain anonymous will be honored, however, for tax purposes your name and address will be recorded. This information will not be shared in any form of public information outlet.
5. Donations given with specific intentions (such as trail maintenance or project) must be done in writing and will be recorded as such. Otherwise all donations will go into the General Fund which will be administered as needed.
6. All gifts will be submitted to the Executive Board, upon which the Chair, Vice Chair and Treasurer who will accept the donation.
7. The Nature Center has different types of donations that we accept: financial donations, in kind gifts such as wheelbarrow, shovels, pitch forks, water hoses, wood and so forth.
8. Submittance of Donations may be done online by way of the website, in person to any member of the Executive Board or through mail. If submitting by mail please include the following information: "I, _(your name)_, give the sum of \$___, (or description of donation) to the Thurston Elementary School, Care of Thurston Nature Center, 2300 Prairie Street, Ann Arbor, Michigan 48105.
9. Per our financial relationship with our parent organization all donations will be viewed by the PTO Treasurer for recording purposes.

Many Ways to Give

All donations are Tax Deductible and the correct forms are available upon request.

1. Online at www.thurstonnaturecenter.info
2. By Mail at Thurston Elementary School, % Nature Center, 2300 Prairie Street, Ann Arbor Michigan 48105
3. In person to any member of the Executive Committee

Naming Policies

The Executive Committee will handle all naming rights requests for trails, benches, tables and so forth on a case by case basis. The determining factors will include: square footage of area, the life cycle (perpetual or expiration), and amount or item being donated.