

Reduce Waste Chicago Gift Acceptance Policy

The Company will not accept any gift unless it can be used or expended consistently with the purpose and mission of the Company.

1. No irrevocable gift, whether outright or life-income in character, will be accepted if under any reasonable set of circumstances the gift would jeopardize the donor's financial security.
2. The Company will refrain from providing advice about the tax or other treatment of gifts and will encourage donors to seek guidance from their own professional advisors to assist them in the process of making their.
3. The Company will accept donations of cash or publicly traded securities. Gifts of in-kind services will be accepted at the discretion of the Company.
4. Certain other gifts, real property, personal property, in-kind gifts, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed prior to acceptance due to the special obligations raised or liabilities they may pose for The Company.
5. The Company will provide acknowledgments to donors meeting IRS substantiation requirements for property received by the charity as a gift. However, except for gifts of cash and publicly traded securities, no value shall be ascribed to any receipt or other form of substantiation of a gift received by the Company.
6. The Company respects the intent of the donor relating to gifts for restricted purposes and those relating to the desire to remain anonymous. With respect to anonymous gifts, the Company will restrict information about the donor to only those staff members with a need to know.
7. The Company will not compensate, whether through commissions, finders' fees, or other means, any third party for directing a gift or a donor to the Company.

8. *Use of Legal Counsel*

The Company will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- A. Gifts of securities that are subject to restrictions or buy-sell agreements.
- B. Documents naming the Company as trustee or requiring the Company to act in any fiduciary capacity.
- C. Gifts requiring the Company to assume financial or other obligations.

- D. Transactions with potential conflicts of interest.
- E. Gifts of property which may be subject to environmental or other regulatory restrictions.

9. *Restrictions on Gifts*

The Company will not accept gifts that:

- A. would result in the Company violating its corporate charter;
- B. would result in the Company losing its status as an IRC § 501(c)(3) not-for-profit organization;
- C. are too difficult or too expensive to administer in relation to their value;
- D. would result in any unacceptable consequences for the Company; or
- E. are for purposes outside the Company's mission.

Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the board of directors.

10. *Gifts Generally Accepted Without Review*

- A. **Cash.** Cash gifts are acceptable in any form, including by check, money order, credit card, or on-line. Donors wishing to make a gift by credit card must provide the card type (e.g., Visa, MasterCard, American Express), card number, expiration date, and name of the card holder as it appears on the credit card.
- B. **Marketable Securities.** Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly upon receipt unless otherwise directed by the board of directors. In some cases marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the board of directors.
- C. **Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans.** Donors are encouraged to make bequests to the Company under their wills, and to name the Company as the beneficiary under trusts, life insurance policies (subject to the requirements in Section 11.B in instances where the Company is named as both beneficiary and irrevocable owner of such policy), commercial annuities and retirement plans.

D. Charitable Remainder Trusts. The Company will accept designation as a remainder beneficiary of charitable remainder trusts.

E. Charitable Lead Trusts. The Company will accept designation as an income beneficiary of charitable lead trusts.

11. *Gifts Accepted Subject to Prior Review*

Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

A. Tangible Personal Property. The board of directors shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations:

- (i) Does the property further the organization's mission?
- (ii) Is the property marketable?
- (iii) Are there any unacceptable restrictions imposed on the property?
- (iv) Are there any carrying costs for the property for which the organization may be responsible
- (v) Is the title/provenance of the property clear?

B. Life Insurance. The Company will accept gifts of life insurance where the Company is named as both beneficiary and irrevocable owner of the insurance policy, provided that, the donor must agree to pay, before due, any future premium payments owing on the policy.

C. Real Estate. All gifts of real estate are subject to review by the board of directors. Prior to acceptance of any gift of real estate other than a personal residence, the Company shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit. Criteria for acceptance of gifts of real estate include:

- (i) Is the property useful for the organization's purposes? Is the property readily marketable?
- (ii) Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property?
- (iii) Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property?
- (iv) Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

On January 12, 2026, the Board of Directors of the Company adopted this Gift Acceptance Policy.