

SUBJECT: Gift Acceptance Policy	Astera Health
DEPARTMENT: Foundation	PAGE 1 of 4
APPROVED BY: Administration	EFFECTIVE: 6/1/2024 REVISED: 04/28/2026

Purpose – To define the charitable gift acceptance policy and procedure for the Astera Health Foundation, a department of Astera Health, a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.

Policy Statement- Astera Health reserves the right to accept or deny gifts of any kind depending on the donating person(s) or organization values and mission on a case-by-case basis.

Procedure

A. Gift Solicitation

Gifts: A gift is an irrevocable charitable contribution to the Foundation for the benefit of Astera Health programs and services, which is intended as a donation and given voluntarily without exception of payment in return. The purpose of a gift must fall within the purpose and mission of Astera Health.

A gift is not payment intended to benefit a specific individual or contingent on a benefit received by the donor. As with all expenditures from a Foundation, contributions must support a bona fide Foundation activity. Gifts cannot be used in a manner that would result in any direct or indirect personal benefit for the donor. The Foundation shall not act as a conduit for funds where if the donation was made directly by the donor to the recipient a tax deduction by the donor would not be allowed by the IRS.

Solicitation. Only the Foundation Board of Directors and its delegated representatives (Foundation staff and volunteers) are authorized to solicit gifts in the name of the Foundation in order to ensure a consistent approach and prevent duplication. However, the Foundation also seeks the support of hospital administrators and staff, physicians, nurses and community leaders as partners in soliciting gifts and requests. All efforts should be coordinated through the Foundation to maximize results from the entire team.

Monetary Donations: (cash, check, pledges, card payments, other monetary donations) – Monetary Donations will be received through the Foundation staff, entered into the donor database system with details of the gift regarding fund, campaign, and donor touchpoint, the gift will then be forwarded to the finance department.

Pledges – pledges are commitments to give a specific dollar amount according to a fixed time schedule. All pledges must be in writing and authorized by the donor. All pledges will be entered into the Foundation software and a copy sent to the finance department.

Sponsorships: Sponsorships for events, initiatives in spaces, etc. will be received through the

Foundation staff, entered into the necessary event and donor database platforms with details of the gift received. Sponsorships will receive a message of appreciation following the event or initiative within seven business days.

Gifts of Stock – Gifts of Stock will require sale before being obtained by the Astera Health Foundation. Once sold and received, the gift will be processed as a monetary donation.

Gifts of Real Estate – Real Estate must be appraised by a licensed appraiser. This appraisal process must be completed by the donating party before gifted to the Astera Health Foundation. The Astera Health Foundation and Governing Board hold the right to maintain the title of the property or to sell at the appraising value based on the needs of the organization.

Event Site Donations – All donations, sponsorships, and pledges received through the Astera Health Foundation event and campaign gift processing website will be processed as a monetary donation.

In-Kind Gifts - (Non-Appraised Consumable/Patient Support Items)

In-kind gifts intended for patient comfort, care, or support (e.g., handmade quilts, cancer care bags, chemo hats, stuffed animals, and similar items) may be accepted in support of the Foundation's mission.

All such donations must be coordinated through the Astera Health Foundation Lead prior to acceptance or distribution. This process ensures compliance with organizational standards, including safety, infection prevention, and laundering requirements, and allows for appropriate review in instances where items may not be suitable for acceptance. Clothe items should be donated in individual plastic bags to avoid laundering. If the item(s) do not come in plastic bags, staff should bag up the items in our translucent garbage bags or small sealable bags. A note should be with each item reminding patients to launder the item.

These items are not subject to formal appraisal and no monetary value will be assigned by the Foundation for tax reporting purposes. Donors are responsible for determining the value of their contribution, if applicable.

Astera Health reserves the right to accept, decline, distribute, or otherwise utilize such items at its discretion, based on organizational need and capacity.

Gifts of Valuable Items – Any organization or individuals providing items to Astera Health for any purpose should contact the Foundation office to vet items for safety and infection prevention. Valuable items will be appraised for value. This appraisal process must be completed by the donating party before items are given to the Astera Health Foundation. The Astera Health Foundation and Governing Board hold the right to keep and/or display the item(s) or to sell at the appraised value at the discretion and needs of the organization.

Gifts of Time – All gifts of time (volunteering) for Astera Health will be processed through the Astera Health Foundation staff. All volunteer hours will be logged into the volunteer database

and reported as Community Benefit Hours, if eligible and aligned with the Community Health Needs Assessment.

Recognition of Donors/Confidentiality: The Foundation recognizes the paramount role of donors and their gifts to the Foundation in achieving its charitable purposes. Foundation and Marketing staff will recognize and acknowledge donors in appropriate ways both publicly and privately. If a donor prefers to remain anonymous, all information regarding a donor or prospective donor shall be held in strict confidence, subject to legally authorized and enforceable requests for information by governmental agencies and courts.

Donor Advised Funds: A donor advised fund is (1) a fund or account owned and controlled by a “sponsoring organization” (i.e., the Foundation), (2) which is separately identified by reference to contributions of the donor or donors (i.e., the donor’s name is in the name of the Fund), and (3) where the donor (or a person appointed or designated by the donor) has or reasonably expects to have advisory privileges over the distribution or investments of the assets. The Foundation shall not create donor advised funds, as there are complicated and negative tax consequences to the Foundation.

B. Authority to Review and Accept Gifts

Board Review and Approval: The Governing Board has gift acceptance authority for specific gifts, which may be delegated to a committee, and responsibility to oversee adherence to this policy. Gifts requiring approval of the Board shall include the following:

- Gifts that have a purpose that may fall outside the purpose and mission of the Foundation
- Gifts of real estate
- Closely held securities where there may be concerns about valuation, marketability or legal restrictions - see Appendix A for requirements.
- Other property that may be unusual or fall outside the type of gifts usually handled by the Foundation

In cases where such review is required, the Foundation staff will give the Board all pertinent details of the proposed gift, remind the Board of the requirements set forth in this policy, and provide to the Board any additional research necessary to aid in its consideration.

Staff Acceptance: Acceptance of gifts by Foundation staff for purposes consistent with the purposes, bylaws, and procedures of Astera Health will not require review and approval by the Board if such gifts are in the following forms and otherwise meet the requirements for acceptance under this policy or in a relevant procedure:

- Cash and credit card transactions
- Marketable securities (i.e., publicly traded)
- Closely held securities where, in the considered opinion of Foundation staff, (including Finance or an outside advisor, if appropriate) proper valuation of the gift has been provided, there are no special restrictions, and the securities are immediately marketable.
- Personal Property Gifts

Non-acceptance of a Gift: If a gift cannot be accepted, Foundation Staff will immediately notify the donor with regret and fully explain any reasons for such action.

Acknowledgement: Foundation staff will send a written acknowledgment to a donor to acknowledge a gift within seven business days of receipt of such gift. Gifts in amounts qualifying person(s) or organizations for the Stargazer Society will receive recognition on the Astera Health Donor Wall which will be updated annually or as needed.

C. Fund Designation and Accounting Classification

Foundation staff shall diligently strive to develop clear understandings with donors as to their expectations for use of their gifts within the mission of the Foundation. However, placement into specific funds and accounting classifications are a Foundation responsibility, in conjunction with the Finance department and applicable accounting policies.

Unrestricted Gifts: Any gift for which the donor does not designate a specific purpose within the Foundation's mission shall be placed in the Foundation's unrestricted fund. The minimum to establish an unrestricted endowment is \$50,000.

Temporarily Restricted Gifts: These gifts are typically placed in one or more temporarily restricted funds, which are defined as "established to meet one or more current program needs whose expected holding period generally is three years or less." Creating any new temporarily restricted fund shall be based upon commitment to a minimum gift as established annually by the Board. Further, establishing a new fund shall be based on determination by Foundation staff that it is needed for effective tracking of this specific gift at the donor's request and/or that there is no existing fund designated for the same stated purpose. Gifts for such funds shall be used for the purposes stipulated by the donors with approval of the Foundation. Proceeds of such gifts may be distributed in their entirety for the stated purposes or converted to endowment (and permanently restricted) classification by the Foundation, upon consultation with and agreement from all donors to the fund. If a proposed purpose is unacceptable or impractical the Foundation shall attempt to negotiate an acceptable purpose with the donor. If no acceptable purpose is negotiated, the Board, or its designee, may decline the gift.

Permanently Restricted Gifts: These gifts may be designated by donors for an existing restricted endowment fund or as permitted by Foundation policy, placed in a new restricted endowment fund. The principal is protected, and only the income, or a portion of the income, is expended. The uses of the income are controlled by donors' restrictions as set forth in the fund agreement. The minimum to establish a restricted endowment is \$100,000.