



DONATIONS POLICIES

Policies applicable to all donations

All donations shall be promptly acknowledged in writing and receipts issued as required by law.

All donations to HCA are unconditional, except that monetary donations may be designated for a specific purpose or fund.

Valuation of donated glassware and other tangible property for tax or other purposes is the responsibility of the donor.

Except when a donor requests anonymity, donors' names and, if applicable, descriptions of glassware and Heisey-related items donated by them may be published in HCA's newsletter, *Heisey News*, and on HCA's website and all of HCA's social media outlets, and recognized on plaques displayed the Museum. Donors' names may also be listed on the identifying labels for individual items on display in the Museum.

HCA will not disclose donors' personal information except as permitted by this policy and HCA's privacy policy, or as required by law.

HCA will not sell, share or trade donors' personal information with any other organizations. HCA will not send mailings to donors on behalf of other organizations. This policy applies to all personal information received by HCA in any form, both online and offline, as well as any electronic, written, or oral communications.

On request, HCA will provide copies of its end-of-year financial statements for the two-year period preceding the donation and the names of its officers and directors to donors or prospective donors of more than \$500 who are not members of HCA.

Policies applicable to donations of glassware and other Heisey-related items

Acceptance of glassware and Heisey-related items for the Museum collection shall be at the discretion of the Director/Curator, as provided in the Collections Management Policy.

Donations of glassware and Heisey-related items that are not accepted into the Museum collection shall be handled as provided in the New Arrivals Procedures.

Deaccession of glassware and Heisey-related items accepted into the Museum collection shall be carried out as provided in the Collections Management Policy.



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Policies applicable to monetary donations

Donors have the right to know how their contributions are being used and what HCA has been able to accomplish with the gift. Through correspondence, newsletters, and annual reports, HCA will update donors on how their support is being used to further the organization's mission.

Monetary donations designated for a specific purpose or fund shall be used only for the purpose or fund specified, unless the donor consents to a different use. If funds remain unspent after a monetary donation has been used for its specified purpose, HCA will consult with the donor about the use of the unspent funds.

The President of HCA, the Director/Curator, or their designees shall consult donors of \$10,000 or more earmarked for a specified project or purpose about how the donated funds will be spent. Final responsibility for the manner in which donated funds are spent rests with the Board of Directors of HCA.

When donations are processed through a third-party merchant or service provider, donors' information will be used only as necessary to process the donation.

Donors are encouraged to take advantage of employer matching and similar matching opportunities when donating to HCA.

Donors may make donations in a "challenge" format, in which all donations to a specified fund or purpose will be matched according to the terms of the challenge.

Policies applicable to in-kind donations

In-kind donations of tangible property may be declined if HCA is unable to use, sell, or safely dispose of the donated property (e.g., obsolete computer equipment).

Title to in-kind donations of tangible property shall pass to HCA upon acceptance of the donation.

Donated tangible property that is inoperable, obsolete, damaged and not repairable, surplus, or no longer needed or used shall be disposed of in accordance with HCA's Policy for Disposal of Non-collection Property.



HEISEY
COLLECTORS
OF AMERICA,
INC.

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