



TUCSON AMATEUR ASTRONOMY ASSOCIATION DONATION POLICY

The Tucson Amateur Astronomy Association, a not-for-profit organization established for the benefit of its members and the local community in the interest of sharing greater knowledge and understanding of astronomy.

Donations may come to TAAA via a number of channels. A leader may be approached by a TAAA member or someone from the community, or the TAAA secretary may be contacted through the web site, or the Donation Equipment Manager may be contacted directly. Regardless of the path of donation, if the donation is in kind rather than cash the TAAA Donation Equipment Manager will contact the potential donor to determine if the item is suitable for TAAA to accept the donation. Upon a decision to accept, the Donation Equipment Manager will as promptly as possible arrange to have the equipment picked up, and placed in a secure location for further handling. The description of the accepted equipment, the name and address of the donor and the date of acceptance are transmitted to the TAAA Treasurer for processing the donation acknowledgment letter.

TAAA will accept a donation subject to the following guidelines:

1. Any conditional donation (a donation given only if TAAA agrees to certain terms of its use) must be approved in writing by the Board of Directors.
2. Unconditional cash donations will be accepted according to the following guidelines:
 - a) Unconditional cash donations of \$1000 or less may be accepted by any member of the Board of Directors.
 - b) Unconditional cash donations greater than \$1000 may be tentatively accepted by the Treasurer or member of a TAAA fundraising committee, subject to rejection by the Board of Directors within 30 days.
3. Unconditional non-cash donations will be accepted according to the following guidelines:
 - a) A donation of equipment worth \$5000 or less will be accepted at the discretion of the TAAA Donation Equipment Manager. The value of the equipment to TAAA is determined by the Donation Equipment Manager.
 - b) A donation of equipment worth more than \$5000 must be approved in writing by the Board of Directors. The value of the equipment to TAAA is determined by the Donation Equipment Manager.
 - c) A donation of library materials worth \$1000 or less will be accepted at the discretion of the TAAA Librarian. The value of the donated library materials is determined by the Librarian.
 - d) A donation of library materials worth more than \$1000 must be approved in writing by the board of directors. The value of the donated library materials is determined by the Librarian.
 - e) A donation of real estate of any value must be approved by the Board of Directors.
 - f) Any other type of unconditional non-cash donation with an estimated value greater than \$1000 must be approved in writing by the Board of Directors.
 - g) Any other type of unconditional non-cash donation with an estimated value less than \$1000 may be provisionally accepted by any member of the Board of Directors and will be subject to Board approval.
 - h) All leaders shall be notified upon receipt of any donation of equipment.
 - i) A quarterly report (March, June, September, and December) shall be issued to all leaders and the BOD showing the current inventory of donated equipment. The report shall include the following:
Equipment description, date donated, current location, estimated used price for items newly acquired, those now offered to members, items offered to public.