

**Protocol for the Acceptance and Use
of
Contributions for LSC Staff Events**

1. Protocol and Purpose

This Protocol for the Acceptance and Use of Contributions for LSC Staff Events (“Protocol”) governs the solicitation and acceptance of monetary and in-kind contributions by the Legal Services Corporation (“LSC” or “Corporation”) for LSC staff events (e.g., annual employee giving campaign, Black History Month) from prospects approved by the President.

The purpose of this Protocol is to provide guidance to LSC employees concerning gifts to LSC for LSC staff events. LSC’s President reserves the right to revise or revoke this Protocol at any time, and to make exceptions to it. Any changes or exceptions to the Protocol must be approved by the LSC President. This Protocol and any changes or exceptions to the Protocol will be made available on the LSC intranet website at www.lsceweb.lsc.gov.

All solicitations for contributions must be coordinated with the Chief Development Officer to ensure compliance with this Protocol.

2. Gifts

For the purposes of this Protocol, a “gift” is a monetary or in-kind (*i.e.*, goods or services) contribution, solicited or unsolicited, made available by a third party.

The Corporation’s Contributions Committee (“Committee”) will evaluate prospects for contributions and determine whether to pursue or decline the gift. The Chief Development Officer, the Ethics Officer, the General Counsel, and the Director of Government Relations and Public Affairs make up the Committee.

a. Solicitation of Gifts

Before any LSC employee pursues any gift subject to this Protocol, the proposed gift solicitation must be approved through the following process:

- i. An LSC employee (“Initiator”) learns of an opportunity, or intends to develop an opportunity, for a gift solicitation from an individual, business, or other entity.
- ii. The Initiator provides information on the opportunity, in writing, to the Chief Development Officer. The Initiator will submit the information using the Solicitation for LSC Staff Event: Prospect Information Form (“Form”), attached as the appendix to this Protocol.
- iii. Upon receipt of the Form, the Chief Development Officer will forward the Form to the Committee.

- iv. The Committee will take the following actions:
 - The Chief Development Officer will assess the proposal to determine whether LSC has an existing relationship with the prospective donor, including an in-progress solicitation.
 - The Ethics Officer will assess the prospect for potential conflicts of interest.
 - The General Counsel will assess the prospect for potential legal issues.
 - The Director of Government Relations & Public Affairs will assess the prospect for potential policy or public affairs concerns.
 - The Committee will convene and determine whether it is appropriate for LSC to pursue the opportunity.
- v. If the opportunity will result in a contribution of, or in the case of an in-kind contribution, the fair market value which is, less than \$5,000, and the Committee decides that LSC will pursue the opportunity, the Chief Development Officer will note the decision on the Prospect Information Form and identify the offices and staff members that will be responsible for making the request. The Chief Development Officer will forward the Prospect Information Form to the President for approval.
- vi. If the opportunity will result in a contribution of, or in the case of an in-kind contribution, the fair market value which is, \$5,000 or more, subject to the President's approval, the Chief Development Officer will present the Prospect Information Form to the Board of Directors for approval no later than ten business days in advance of the solicitation in accordance with the *Protocol for the Acceptance and Use of Private Contributions of Funds to LSC*.
- vii. If the Committee, President, or Board, as appropriate, determines that LSC will not pursue the opportunity, the reason for the decision will be noted on the Prospect Information Form. A copy of the form will be returned to the Initiator.
- viii. The Chief Development Officer will retain completed Prospect Information Forms for all opportunities presented for consideration consistent with LSC's records retention policy.

b. Unsolicited Gifts

If an LSC employee receives an unsolicited gift for an LSC staff event, he or she must immediately notify the Chief Development Officer of the gift, including the nature of the goods or services if it is an in-kind gift, by completing the Solicitation for LSC Staff Event: Prospect Information Form ("Form"). The unsolicited gift must be approved through the following process:

- i. Upon receipt of the Form, the Chief Development Officer will forward it to the Contributions Committee.

- ii. The Committee will take the following actions:
 - The Chief Development Officer will assess the gift to determine whether LSC has an existing relationship with the prospective donor, including an in-progress solicitation.
 - The Ethics Officer will assess the prospect for potential conflicts of interest.
 - The General Counsel will assess the prospect for potential legal issues.
 - The Director of Government Relations & Public Affairs will assess the prospect for potential policy or public affairs concerns.
 - The Committee will convene and determine whether it is appropriate for LSC to pursue the opportunity.
- iii. If the unsolicited gift is less than \$5,000, or in the case of an in-kind contribution, the fair market value is less than \$5,000, and the Committee decides that LSC will accept the gift, the Chief Development Officer will note the decision on the Prospect Information Form and will forward the Form to the President for approval. If the President approves accepting the gift, the Chief Development Officer will notify the employee who received the gift.
- ix. If the unsolicited gift is \$5,000 or more, or in the case of an in-kind contribution, the fair market value is \$5,000 or more, the President or his/her designee may accept the donation with reasonable prior notice to the Board in accordance with the *Protocol for the Acceptance and Use of Private Contributions of Funds to LSC*. If the President approves accepting the gift and the Board does not object, the Chief Development Officer will notify the employee who received the gift.
- x. If the Committee, President, or Board, as appropriate, determines that LSC will not accept the unsolicited gift, the reason for the decision will be noted on the Form. The Chief Development Officer will promptly notify the employee who received the gift and return the gift to the donor. A copy of the Form will be returned to the employee.
- xi. The Chief Development Officer will retain completed Prospect Information Forms consistent with LSC's records retention policy.

3. Notification to Donors

The Chief Development Officer will send a letter acknowledging receipt of any gift within 72 hours of receipt or notice of receipt.

4. Accounting

Should LSC engage in a solicitation of contributions, the Comptroller shall provide an accounting of any additional expense to the Corporation associated with the solicitation.

5. Donors' Use of Legal Counsel

In order to avoid potential conflicts of interest, the Chief Development Officer will include a statement in the donor acknowledgment letter encouraging donors to seek the assistance of their own legal and financial advisers in matters relating to their gifts and the resulting tax consequences.

6. Ethical Considerations and Conflict of Interest

LSC is committed to the highest ethical business practices in fundraising. All donor engagement on behalf of LSC will adhere to LSC's Code of Ethics and Conduct and the Donor Bill of Rights.

LSC shall not solicit or accept gifts that:

- a. Violate the terms of LSC's organizational documents, including, but not limited to, the LSC Act, LSC's appropriations acts, LSC's regulations, or the LSC Code of Ethics and Conduct;
- b. Would jeopardize LSC's status as a tax-exempt organization under federal or state law;
- c. Are for purposes that do not further LSC's objectives; or
- d. Could damage LSC's reputation.

7. Fees

LSC will not accept a gift unless the donor is responsible for (1) the fees of independent legal counsel retained by the donor for completing the gift; (2) appraisal fees; (3) all other third-party fees associated with the transfer of the gift to LSC.

8. Valuation

LSC shall record gifts of goods in accordance with applicable IRS rules.

Solicitation for LSC Staff Event: Prospect Information Form

Date:	
Name of LSC Employee:	
LSC Office (e.g., Exec, OLA, OPP, GRPA):	

Name of Prospective Organizational Donor (Company/Foundation Name):	
Name of Contact at Prospect:	
Title of Contact:	
Telephone Number of Contact:	Office: Cell:
E-mail Address of Contact:	
Mailing Address of Prospect (street address, city, state, zip code)	
Website of Prospect:	
Did you solicit the gift?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain how you received the gift.
Cash Contribution:	<input type="checkbox"/> Yes If yes, how much? _____ <input type="checkbox"/> No
Description of Goods/Services (e.g., restaurant gift cards) and Anticipated/Estimated Value (\$) of Donated Goods/Services to LSC:	
Anticipated/Estimated Duration of Donation (e.g., one- time gift; recurring monthly for 12 months; 2 years with possibility for renewal; indefinitely):	
Notes/Comments:	

APPENDIX

Reviewed by:	Comments/Analysis:	Recommendation (Approve; Deny; Hold for Additional Information):	Date Forwarded to Next Reviewer:	Initials of Reviewer
Chief Development Officer				
Ethics Officer				
General Counsel				
Director of Government Relations & Public Affairs				
President				