



Partnership Donation Policy and Procedures

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I. Introduction

In accordance with the GLOBAL PARTNERS IN CARE partnership agreement, all partnership funds raised by U.S. Partners are to be transferred through GLOBAL PARTNERS IN CARE to their International partner. GLOBAL PARTNERS IN CARE serves as the facilitator of these funds, sending acknowledgement and tax receipts for donations as well as wiring and tracking the distribution of funds. All partnership funds are subject to 10% remittance. This remittance is used to cover both administrative costs as well as the costs associated with maintaining GLOBAL PARTNERS IN CARE's partnership program.

The following sections outline GLOBAL PARTNERS IN CARE's policies regarding partnership funds. It is GLOBAL PARTNERS IN CARE's goal to serve our partners as best as possible so that they are able to maintain the most effective relationship possible with their partner.

II. General Procedures

Donations for International partners can be collected and receipted according to the specific needs of your organization in regards to tax status and organizational structures.

- Non-profit partners may choose to collect all funds designated to their partner and provide tax receipts to their donors through their own development office. You may also choose to send all individual checks, cash, and money orders directly to GLOBAL PARTNERS IN CARE for GLOBAL PARTNERS IN CARE to process and acknowledge.
- For-Profit organizations should also send donations directly to GLOBAL PARTNERS IN CARE.

Regardless of the type of organization, it is important to familiarize yourself with the financial logistics of being a partner:

1. Checks for the Partnership should be written to "GLOBAL PARTNERS IN CARE" with the name of your International Partner in the Memo line.
2. Partners should be mindful that in most cases we are unable to deposit checks with dates older than 6 months from the date of deposit.
3. Include the [Partner Donation Designation form](#) with all donations; this form specifies the donation amount and the donor's contact information for use in their official tax acknowledgment letter.
4. Non-profit organizations that prefer to collect donations and issue tax receipts through their own 501c[3] should also complete the [Partner Donation Designation form](#) and include it with their check to GLOBAL PARTNERS IN CARE, and a notation that your organization has issued tax receipts.
5. Organizations may send GLOBAL PARTNERS IN CARE a check for the amount of cash donations; in this case, please also include the donor name, address and donation amount for each donation so we can send an official tax acknowledgement letter.
6. All donations should be mailed to GLOBAL PARTNERS IN CARE's PNC lockbox: PO Box 824415, Philadelphia, PA, 19182-4415. *Note: If you have a donation that needs to be processed urgently, please contact GLOBAL PARTNERS IN CARE by email or phone.*
7. GLOBAL PARTNERS IN CARE sends out acknowledgement of all donations within 3 business days of receiving a gift.
8. All funds received for your organization's Partner organization are designated for its use and held until the accumulated funds exceed \$500. Balances exceeding \$500 are wired to Partners on a bimonthly basis.
9. GLOBAL PARTNERS IN CARE coordinates the receipt and distribution of all Partnership funds: receiving all funds raised for our International Partners and wiring funds to the appropriate organization. In accordance with the Partnership agreement, 10 percent of all donations are retained by GLOBAL PARTNERS IN CARE to support the Partnership program.

III. Cash and Money Orders

All cash and money orders are immediately deposited upon receipt. It is particularly important that you include the names and addresses of these donors on the [Partner Donation Designation form](#). Unlike checks, this is our only means of acknowledging these generous gifts.

IV. Fundraising Events

Fundraising events are a major part of many hospices plan to support their International Partner. It is our goal to support your fundraiser as much as possible - sharing best practices and assisting you with crowdfunding, logos and other resources.

If money is for an auction item purchased or your ticket sales cover the cost of food, beverage, and entertainment, these are **not** tax deductible. However, if you have sponsors and in-kind donations that cover the cost of the entire event, the ticket donation price **may** be tax deductible as specified in IRS guidelines.

For individual check and cash donations, it is important that you specify if the donation was for goods or services received (i.e. auction item purchased, ticket covering meal, etc.), or if the funds are only donations. Please note this on the [Partner Donation Designation form](#).

Unfortunately, due to IRS regulations, GLOBAL PARTNERS IN CARE is unable to give tax acknowledgement for in-kind donations given to partner fund-raising events. If you are a non-profit organization, we suggest you work with your development department to provide proper receipting for these gifts. For-profit organizations should work with their non-profit foundations to explore opportunities for providing tax benefits to these donors. If you do not have a foundation, GLOBAL PARTNERS IN CARE suggests that you explore other methods of remuneration to donors, such as advertising, press releases, and other types of acknowledgment.

V. Payroll Deduction

Payroll deduction is a great way to allow your staff to contribute to fundraising on a simple, regular basis. Non-profit partners may choose to give tax receipts directly to their staff, however, we also welcome organizations to send donations directly to GLOBAL PARTNERS IN CARE for acknowledgement. All organization's payroll deductions can be sent in a single check quarterly or bi-monthly with an appended list detailing the donor, donor's address, and the amount donated.

Multi-site corporate partner payroll donations are sent to GLOBAL PARTNERS IN CARE quarterly, with donations from the fourth quarter, arriving at the beginning of the next year and **no later than January 10**. These donations are entered and attributed to the proper program immediately. Donation acknowledgements are sent for these donations on an annual basis and in accordance with IRS guidelines, mailed by **January 31**.

VI. Online Donations

To meet the changing needs of partners, you can now donate to your partner online. Credit card donations are processed immediately through VeriSign. As with other donations, GLOBAL PARTNERS IN CARE will send donors tax receipts within 72 hours.

VII. Memorial and Honorary Donations

GLOBAL PARTNERS IN CARE welcomes memorial and honorary donations to your International Partner. For donations in honor of an individual, please indicate who the donation honors as well as their notification address. For memorial donations, please list the individual for whom the donation is in memory and the name and address of the person who is to be notified of the donation. In both cases, it is important that the donor(s) name and address are also included for purposes issuing an official

tax acknowledgment letter. Please note: GLOBAL PARTNERS IN CARE does not share with the notificant the donation amount, only that a contribution has been made in memory or in honor of an individual.

VIII. Wiring Procedures

GLOBAL PARTNERS IN CARE wires to our International Partners on a bi-weekly basis. For purposes of tracking funds, limiting opportunities for funds to be lost in transfer, and minimizing unnecessary administrative costs associated with wiring fees, partner funds are held in their designated accounts until they have accumulated to more than \$500. This guidance is flexible in the case of emergency needs and at year end.

Once GLOBAL PARTNERS IN CARE receives your donation, it will be included in the next group of wires sent out by GLOBAL PARTNERS IN CARE. It is our goal that no funds over \$500 are held more than two weeks at GLOBAL PARTNERS IN CARE, with the exception of cases discussed with the partner. Following the wiring of funds, both the International and U.S. partner are notified by email of the wire date and reference number. International partners are responsible for informing GLOBAL PARTNERS IN CARE when they have received the funds and for reporting how funds are used in their yearly report to GLOBAL PARTNERS IN CARE. GLOBAL PARTNERS IN CARE tracks all wires to ensure that they are received to the proper accounts of International partner organizations.

IX. Accumulation of Funds for Special Projects

Funds are used by International partners in accordance with formal or informal partnership plan created by both the International and U.S. partner. In cases where this plan includes long term fundraising for more costly project goals, such as a building fund, travel funds, or a vehicle purchase, GLOBAL PARTNERS IN CARE is able to hold funds in an International partners account in the U.S. In this case, funds are held to the specifications of the partners and can be released on a scheduled basis (i.e. quarterly) or once the desired total is reached.

X. Contact

For questions, please contact GLOBAL PARTNERS IN CARE at info@globalpartnersincare.org or call (703) 647-5176.

