

## **TRPLF Policy F-3: Gifts-in-Kind of Service to Construction**

**Adopted: February 24, 2017**

The preferred method of making a contribution to the Theodore Roosevelt Presidential Library Foundation (TRPLF) is through a gift of cash or the equivalent. However, the Foundation welcomes gifts-in-kind as well, especially concerning the capital portion of the campaign. The policy and procedure articulated here applies to gifts-in-kind by means of a “contribution of service” toward the construction of the planned Library building.

1. TRPLF acknowledges donor interest and intent and responds with notification of formal procedure.
2. When the building planning has proceeded to the point at which the formal bidding process for the services offered by the potential donor can begin, the bidder will be contacted by the individuals managing the construction of the library.
3. The company receives RFP for appropriate construction services.
4. Offered services are presented in a formal bid, submitted in bidding timeframe. Bidder's promise of gifting the services to TRPLF does not guarantee acceptance of the proposed bid – all bidders will be evaluated using identical criteria.
5. TRPLF reviews bids and selects vendor of choice.
6. Potential donor is advised of decision, along with other bidders.
7. If potential donor is selected, amount to be donated is indicated through a signed pledge. The bid is then executed and service commences.
8. At conclusion of service, a formal invoice from vendor is submitted to TRPLF as documentation of amount to be included as a gift-in-kind.
9. Donor/vendor is formally acknowledged for gift of service and dollar value of the contribution is confirmed.
10. Appropriate donor recognition for value of contribution is conferred in keeping with timing and policies for entire Library campaign.

History

Approved by the Board of Trustees on February 24, 2017