



1510 Webster Street Alameda, Ca. 94501 [www.pacificpinball.org](http://www.pacificpinball.org)  
501(c)3 non-profit organization

### **Pacific Pinball Museum Donation Acceptance Policy**

The Pacific Pinball Museum solicits and accepts gifts for purposes that will help the organization further and fulfill its mission. The Pacific Pinball Museum urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. The following policies and guidelines govern acceptance of gifts made to The Pacific Pinball Museum for the benefit of any of its operations, programs or services.

**Use of Legal Counsel**—The Pacific Pinball Museum will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate.

*Review by counsel is recommended for:*

- (a) Gifts of securities that are subject to restrictions or buy-sell agreements
- (b) Documents naming The Pacific Pinball Museum as trustee or requiring The Pacific Pinball Museum to act in any fiduciary capacity
- (c) Gifts requiring The Pacific Pinball Museum to assume financial or other obligations
- (d) Transactions with potential conflicts of interest
- (e) Gifts of property which may be subject to environmental or other regulatory restrictions

**Restrictions on Gifts**—The Pacific Pinball Museum will not accept gifts that

- (a) would result in The Pacific Pinball Museum violating its corporate charter
- (b) would result in The Pacific Pinball Museum losing its status as a 501(c)(3) not-for-profit organization
- (c) are too difficult or too expensive to administer in relation to their value
- (d) would result in any unacceptable consequences for The Pacific Pinball Museum
- (e) are for purposes outside The Pacific Pinball Museum's mission.

Decisions on the restrictive nature of a gift and its acceptance or refusal shall be made by the Finance Committee, in consultation with the Executive Director.

**Gifts Generally Accepted Without Review**— Cash gifts are acceptable in any form, including by check, money order, credit card, wire transfer, or on-line. Marketable securities may be transferred electronically to an account maintained at the Pacific Pinball Museum's brokerage firm or delivered physically with the transferor's endorsement attached. All marketable securities will be sold promptly upon receipt unless otherwise directed by The Pacific Pinball Museum's Investment Committee. In some cases marketable securities may be restricted: for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the Finance Committee.

**Gifts Accepted Subject to Prior Review**—Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include but are not limited to:



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**Charitable Remainder Trusts.** The Pacific Pinball Museum will accept designation as a remainder beneficiary of charitable remainder trusts.

**Charitable Lead Trusts.** The Pacific Pinball Museum will accept designation as an income beneficiary of charitable lead trusts, bequests and Beneficiary Designations under Revocable Trusts, Commercial Annuities and Retirement Plans. Donors are encouraged to make bequests to The Pacific Pinball Museum under their wills and to name The Pacific Pinball Museum as the beneficiary under trusts, commercial annuities and retirement plans.

**Tangible Personal Property.** The Finance Committee shall review and determine whether to accept any gifts of tangible personal property, including pinball machines, in light of the following considerations: does the property further the organization's mission? Is the property marketable? Are there any unacceptable restrictions imposed on the property? Are there any carrying costs for the property for which the organization may be responsible? Is the title/provenance of the property clear?

**Life Insurance.** The Pacific Pinball Museum will accept gifts of life insurance where The Pacific Pinball Museum is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.

**Real Estate.** All gifts of real estate are subject to review by the Finance Committee. Prior to acceptance of any gift of real estate other than a personal residence, The Pacific Pinball Museum shall require an initial environmental review by a qualified environmental firm. In the event that the review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit. Criteria for acceptance of gifts of real estate include: is the property useful for the organization's purposes? Is the property readily marketable? Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property? Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property? Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

**Establishing the Value of Donated Property—**It is the policy of The Pacific Pinball Museum to comply fully with the valuation rules set out in Publication 561 of the Internal Revenue Service and the relevant income, gift and estate tax laws and regulations. Property contributed to The Pacific Pinball Museum that has a value in excess of \$5,000 must be accompanied by an appraisal unless it consists of (i) cash, (ii) marketable securities, (iii) closely held securities with a value of \$10,000 or less, (iv) a vehicle or boat, the value of which will be determined by its sale, (v) intellectual property such as a copyright or patent, (vi) stock-in-trade, inventory or other property that would otherwise be held by the donor for sale to customers in the ordinary course of the donor's business or (vii) property contributed by a corporation that constitutes a "qualified contribution," as described in Section 170(e)(3)(A) of the Internal Revenue Code of 1986. The fee for the appraisal may not be based on the value of the appraised property, and the appraiser must be "qualified," as that term is used in IRS Publication 561. A "qualified appraiser" is one who is ordinarily in the business of appraising similar property, has appropriate educational and experiential background, who performs appraisals for many different people and purposes and is not employed by The Pacific Pinball Museum or the donor.



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Duplicate originals of each appraisal should be prepared, one for The Pacific Pinball Museum and one for the donor. The Pacific Pinball Museum reserves the right to alter the value of property contributed to it on the books and records of The Pacific Pinball Museum for accounting, tax-reporting, annual fund record-keeping or any other purpose if developments after the completion of the gift or information that comes to the attention of The Pacific Pinball Museum after the gift is completed are determined, at the discretion of the Finance Committee or The Pacific Pinball Museum's auditors, to merit such an alteration.

### Prospective Donor Acknowledgement and Application

Thank you for considering the Pacific Pinball Museum as the recipient of your generous donation! As a non-profit 501(c) organization, we have many things to consider before accepting or denying any donation, and this decision in no way reflects the kindness of your gesture or the quality of your cherished items.

Full Name \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Prospective Donation Type:  Pinball Machines (EM)  Pinball Machines (Modern)  Pinball Machine Parts  
 Pinball Memorabilia  Bagatelles  Pinball Literature  Other \_\_\_\_\_

Total Number of Objects: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach JPEGs of proposed donation along in the email with your returned scanned application

**Please Note:** The Pacific Pinball Museum is under no obligation to place every donation it receives on public display in the museum. The Pacific Pinball Museum reserves the right regarding either temporary or permanent display of donated item(s). Appropriate space, relevance, duplicates, and condition will be determining factors. Your donation may be sold, used for parts, or displayed elsewhere to benefit museum operations and programming.



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## Prospective Donor Acknowledgement and Application

### Inventory of Items (Please list separately):

\_\_\_\_\_ Estimated Value: \_\_\_\_\_

\_\_\_\_\_ Estimated Value: \_\_\_\_\_

\_\_\_\_\_ Estimated Value: \_\_\_\_\_

\_\_\_\_\_ Estimated Value: \_\_\_\_\_

\_\_\_\_\_ Estimated Value: \_\_\_\_\_

\_\_\_\_\_ Estimated Value: \_\_\_\_\_

**Total Estimated Value of Donated Goods: \$** \_\_\_\_\_

Donor Terms and Conditions: \_\_\_\_\_

\_\_\_\_\_

- I hereby declare that there are no liens attached to the object, and that own the object free and clear and I have full legal authority to transfer ownership of the described artifact to The Pacific Pinball Museum (PPM). I acknowledge that the donated object(s) irrevocably and unconditionally become the property of PPM once accepted and the Deed of Gift and Titles are signed and processed.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You will receive an acceptance/denial response letter from us within 72 hours of submission of this application.

The Pacific Pinball Museum is a 501 (c) (3) non-profit organization which exists to inspire an interest in Art, Science and History through Pinball, and to preserve and promote this important part of American culture. This is not a binding contract or obligation to accept a donation. The museum reserves the right to refuse any donation.