



Policy to govern/oversee Board Member philanthropic donations

Purpose

This policy establishes guidelines for the acceptance, recognition, and handling of philanthropic donations made by board members of USA Karate-Do Federation (USA-NKF) to ensure transparency, accountability, and compliance with ethical and legal standards, as well as applicable United States Olympic & Paralympic Committee standards and policies.

Scope

This policy applies to all members of the Board of Directors of USA-NKF who make financial contributions or in-kind donations to the organization.

Policy Guidelines

1. **Voluntary Contributions**
 - Donations from board members must be made voluntarily, without any expectation of influence over organizational decisions, governance, or operations.
2. **Transparency and Disclosure**
 - All board member donations shall be disclosed to the full board and recorded in meeting minutes and financial reports to maintain transparency.
 - Board members are encouraged to document their contributions with the organization's accounting firm/tax preparer for proper acknowledgment and record-keeping.
3. **Recognition and Stewardship**
 - Board members making donations will receive recognition consistent with the USANKF's donor recognition policies, ensuring no special treatment beyond what is customary for donors at similar levels.
4. **Conflict of Interest Considerations**
 - A board member's donation shall not be tied to any personal gain, business contracts, or organizational decision-making that may create a conflict of interest.
 - If a donation is linked to a specific initiative or program, it must align with the organization's mission and receive approval from the Board and/or ethics committee.
5. **Tax Compliance and Documentation**
 - Donations will be receipted in compliance with IRS regulations and applicable tax laws.
 - Board members should consult their tax advisors regarding the deductibility of their contributions.
6. **Reporting and Oversight**
 - The organization's finance or development committee shall periodically review board member donations to ensure compliance with this policy and overall ethical fundraising practices.

Review and Amendments

This policy shall be reviewed annually by the Ethics Committee and may be amended as needed to align with best practices, legal requirements, and organizational changes.

Effective Date: April 25, 2025

Approved by: Elisa Au, Board Chair

Signature: