

Colonel Benjamin Stephenson House Gifts Policy

The Friends of the Colonel Benjamin Stephenson House accept gifts which may be added to the permanent collections or may be sold in order to raise funds for the acquisition of items appropriate to the house. Proceeds from the sale of donated items will be deposited into an acquisitions fund and used to purchase additional items appropriate to the house. Donations of high-quality items dating between 1800 and 1845 are particularly encouraged. The Acquisitions Committee will review all gifts and determine which items will be accessioned into the permanent collection. The criteria for inclusion in the collections include the quality, period, and appropriateness of the item. Appropriate items include furniture, tools, china, glassware, kitchen utensils, other household items, clothing, and any other items included in the 1822 inventory of the house. While the inventory is extensive, it does not appear to include all of the items from the house. Therefore, items not included in the inventory may also be added to the permanent collection at the discretion of the Acquisitions Committee if they are of the period 1800-1840.

Gift items are accepted with the understanding that the Friends of the Colonel Benjamin Stephenson House may use, keep, or dispose of the items. An Acknowledgment will be sent to the donor listing the date of the gift, a brief description of the item, and the number of items.

Members of the Friends of the Colonel Benjamin Stephenson House are prohibited by IRS regulations from performing appraisals; therefore, it is the donor's responsibility to obtain an appraisal or to establish the value of the gift for tax purposes. Donors should discuss this procedure with their tax adviser. For additional information, refer to IRS Publication 526 *Charitable Contributions* and IRS Publication 561 *Determining the Value of Donated Property*.

Donors wishing to contribute should contact any member of the Acquisitions Committee or other members of the Board of Directors of the Friends of the Colonel Benjamin Stephenson House.

Approved January 2003