## **TXOM Donation Policy**

## **GENERAL POLICY**

Odyssey of the Mind - Texas ("TXOM") supports teams and members participating in the Odyssey of the Mind<sup>TM</sup> Program ("Odyssey") to enable teams and members to succeed in their continued quest for creativity and excellence.

TXOM provides college scholarships to current or former participants in Odyssey. In addition to our fund-raising activities, TXOM gratefully receives contributions from many sources to support Odyssey. Often the contributor will wish to receive a charitable contributions deduction for their gift. Depending on the size and form of the contribution, the IRS may require a contemporaneous written confirmation from TXOM for each contribution for the donor to receive a deduction. We need to report our activities to the IRS annually. While this is done on an aggregate basis, we are required to collect and maintain certain information regarding each contribution.

TXOM has a duty to ensure that all funds are spent for appropriate charitable expenses. We take these responsibilities seriously. For all these reasons, TXOM requires that certain policies and procedures be followed with respect to contributions to TXOM. All contributions are to be paid directly to:

Odyssey of the Mind – Texas Attn: Treasurer 10245 Kempwood Drive, #121 Houston, TX 77043-1803

## **DIRECTED CONTRIBUTIONS:**

While most contributions to TXOM are not directed to specific activities/teams, it is possible to make contributions that are earmarked for specific purposes. Funds contributed for a designated team are paid directly to the provider of goods or services for the team's World Finals registration and housing expenses. All funds will be spent in the United States. While TXOM intends to make every reasonable effort to fulfill the wishes of the donor with regard to directed contributions, TXOM must ensure that all funds are spent on appropriate charitable expenses.

Accordingly, TXOM may not always be able to apply all or even any of a contribution to the designated team. TXOM will not accept directed contributions for the benefit of a team that includes a family member of the contributor. TXOM will not accept directed contributions for the benefit of a team, sourced from an employer-match program. To the extent that funds cannot be properly used appropriately for the benefit of the designated team, TXOM will use such funds at its discretion.

Thank you for your understanding.