



Fundraising Account Agreement

1. How do I find out how much has been donated to my adoption fund?

Your project webpage will automatically update as funds are entered into your Both Hands account. Credit card donations show immediately, and check donations are entered weekly. Our goal is to also send you a detailed account report at the end of each week. Holidays, inclement weather, traveling, etc. may interfere with the exact timing; however, we try our best to get this to you quickly. *You may also email your project coordinator to request a detailed update.

2. What can Both Hands disburse funds for?

According to IRS Guidelines (<https://www.irs.gov/taxtopics/tc607>), **qualified adoption expenses** must be reasonable and necessary expenses directly related to the legal adoption. To clarify, we have included some examples: (*The following is NOT all-encompassing*)

FUNDS CAN BE DISBURSED FOR:

- Home Study fees
- Agency or lawyer fees (must meet Both Hands requirements)
- Court costs
- Visa/courier fees
- Adoption fees or expenses deemed necessary by your agency
- Travel expenses (food, lodging, transportation), limited to the adoptive parents and adopted child[ren]

FUNDS CANNOT BE DISBURSED FOR:

- Airfare for biological children or other family members
- Upgrades to first class transportation
- Any supplies purchased for your Both Hands project (including stamps)

BothHands.org

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3. How do I access the funds in my Both Hands adoption fund?

Both Hands Fundraising Grants are made based on your available account balance. Both Hands prefers to pay agencies directly, when possible, but will gladly send you a grant check for reimbursable expenses paid by check/money order, wire, or credit card.

PLEASE NOTE, we will NOT release funds until the homeowner waiver has been signed by the widow/er, and payments made in cash are NOT reimbursable. >>(In the event of an audit, Both Hands is required to show the IRS receipt and proof of payment for each qualified adoption expense reimbursed. Proof of payment is not possible when a payment is made in cash, and therefore cannot be reimbursed.)

AGENCY EXPENSES: For grant payments to an agency/company/attorney, you must submit invoices or statements. We will mail the check directly to them.

*For payment to an attorney, we require that the attorney **is a member** of adoptionart.org or acal.org.

If they are not a member, then we will need:

- A letter of good standing with their state's bar association. Additionally, the attorney cannot be representing both the birth mother and the family, as this would be a conflict of interest.
- Please provide written communication (email or letter) from your attorney confirming they are only representing your family.
- A [Form W-9](#) also needs to be on file before payment can be made.

PERSONAL EXPENSES: In order to reimburse a family for adoption expenses paid out of pocket, Both Hands needs documentation to satisfy IRS guidelines of qualified adoption expenses. Please send a receipt AND proof that it was paid by you personally (not by a third party). Proof of payment examples:

- Cleared checks (copy of front and back sides)
- A copy (or screen shot) of your credit card statement showing the payment amount, date and your name at the top of the page/screen
- Money Order Receipts (copies, not originals)

*You can request payouts through the online PT (Project Toolkit) using the links on the left-hand side of the screen on the dashboard. The "Adoption Expense Reimbursement Request" is for reimbursements for fees already paid, and the "Adoption Expense Disbursement Request" is for payments due directly to an agency, attorney, or consultant. If you need assistance, please contact the Finance Manager.

- **TIP:** The easiest way is for you to submit expenses for "big ticket" items such as agency fees and air travel, even if that full amount of funds is not currently available in your account. Then, as funds become available, future payments to you can be applied against the large receipt.

4. How do I pay for expenses overseas?

Your Both Hands funds can be used to reimburse you for travel, food, and lodging you paid for while overseas. Both Hands does **NOT** wire money overseas. You must make arrangements with your agency if that is needed. You may also submit documentation from your agency that estimates overseas in-country expenses, and Both Hands will issue a grant payment based on that estimate before you travel. **You need to submit all available documentation after your trip to confirm those expenses.**

5. What happens if my adoption fails or is postponed?

If your adoption plans change, please notify your project coordinator immediately. If your adoption is put on hold or fails, your account can remain open for up to 2 years after notification. *An updated home study may be required if you resume your project beyond one year of being put on hold.

6. How long does my account stay open?

Your account remains open to receive donations up to three months after your child is home or the adoption is complete, whichever is later. *Adoptions are deemed complete when:*

A) It is "legally completed" whether that occurs overseas or in the U.S.

B) A maximum of one year after the child is in the home.

PLEASE inform your project coordinator when the adoption is complete, so the file may be closed. *Your account may remain open even if it carries a zero balance.

7. Could my account be closed because of lack of communication?

If we have tried to reach you for 90 days with no response, we will assume you have either completed your adoption and no longer need funds, or you have decided not to adopt. In these cases, your funds will automatically be transferred to another adoption/orphan care cause and your account closed.

8. What happens if our project raises more than the cost of our adoption?

The allocation of project funds is ultimately at the discretion of Both Hands' Board of Directors, but our goal is for all of the funds received for your project to go towards your qualified adoption expenses. However, any funds that exceed your personal adoption costs will be granted to assist another adoption, an orphan-related cause or Both Hands' general operating budget.

**In the event that you are beginning a second adoption, excess funds from your first project may be used for your second adoption, if a second Both Hands project is completed within two years of the finalization of your first adoption.*

9. Are there any fees that I should know about?

If you need funds wired to a third party, we will deduct \$25 from your account, as this is what the bank charges us. We will also deduct any shipping fees from your account for payments that you need expedited.

10. Who receives receipts for donating to my account?

Both Hands provides receipts to donors when money comes directly to Both Hands. Individual donations of \$250 or more and yearly donations totaling \$250 or more will receive a tax receipt. Receipts for donations under \$250 will gladly be sent upon request.

Please contact your project coordinator if you need clarification or have more questions.

By signing below, you acknowledge that you have read and agree to the terms listed above concerning Both Hands' discretion in disbursing funds.

Adoptive Father's Printed Name

Adoptive Mother's Printed Name

Adoptive Father's Signature

Adoptive Mother's Signature

Date

Date