

OPERATING GUIDELINES

GIFT ACCEPTANCE

ID: 103

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Effective Date: 12/2004

PURPOSE

To ensure that donor's intentions are honored. To ensure that all donations are placed in the appropriate fund according to the donor's wishes and to provide for greater utilization of smaller gifts, recognizing the cost and effort associated with tracking individual gifts.

GUIDELINE

Gifts of less than \$1,000

These gifts will be placed in the General Scholarship Fund or General Support Fund, as appropriate. However, gifts may be placed into an existing fund by the Foundation at the request of the donor, at the Foundation's sole discretion.

Scholarship restrictions or preferences, naming opportunities and the creation of new funds are not available at this level of giving.

Gifts of \$1,000 or more

These gifts will be placed in the General Scholarship Fund or General Support Fund, as appropriate. However, gifts may be directed to an existing fund by the donor or placed into an existing fund by the Foundation that most closely meets the donor's specifications, if provided.

Scholarship gifts not endowed may be recognized by a named scholarship or award, if desired. Unless the gift meets the requirements under Operating Guideline 202, Funds Administration, the gift will be credited to an existing fund and no new fund will be created.

Gifts of \$2,000 and above

Recurring gifts of \$2,000 or more per year that are specified for a unique purpose, not limited to a single event and are expected to be used for a period of not less than two years may be recognized by creating a new non-endowed fund. Please refer to the Funds Administration Operating Guideline (#202).

If these criteria are not met, the gift will be treated as under “Gifts of \$1,000 or more” above.