

Saint Mary-of-the-Woods College
GIFT AND SPONSORSHIP ACCEPTANCE POLICY

Philanthropic Gifts

Acceptance of any contribution, gift or pledge is at the discretion of the Office of Advancement at Saint Mary-of-the-Woods College (the College). The College will not accept any gift unless it can be used or expended consistently with the mission of the College.

The College gratefully accepts gifts of cash and publically traded securities, as these types of gifts have an immediate impact on the institution and its future.

The College also accepts gifts of real property, personal property, in-kind gifts, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner. Gifts such as these must be reviewed prior to acceptance due to the special obligations raised or liabilities they may pose for the College. These gifts will be accepted at the discretion of the Office of Advancement and may be made in concert with the President and Board of Trustees. No gift shall be accepted on behalf of the College by any persons, including faculty, staff, students, or board members, without the consent of the Office of Advancement.

The College accepts pledges. Pledges must be made in writing and must commit to a specific dollar amount that will be paid according to a fixed time schedule. The recommended maximum pledge period is five years. These pledges will be accepted at the discretion of the Office of Advancement.

The College accepts gifts to establish endowed funds for scholarships and programs with a minimum contribution of \$50,000. Donors may reach the minimum over a period of time, generally between one and five years. If, after five years, the designated fund does not meet the required threshold, the fund may be utilized as a term scholarship, expended for its intended program or added to the general endowment if no other arrangement has been made with the donor to complete the funding of the endowment.

The College accepts unrestricted bequests. These thoughtful gifts are to be designated at the President's discretion toward the highest priority of the College at the time of receipt. For unrestricted bequests of \$100,000 or more, a minimum of \$50,000 may be allocated by the President to establish an endowed scholarship or fund to allow for the donors to be memorialized.

The College accepts planned gifts, otherwise referred to as revocable or irrevocable deferred gifts. Revocable gift intentions will not be reported as gift revenue, but will be tracked as future expectancies for the College. Planned gifts that are accepted included: life insurance, charitable gift annuity, charitable remainder trust, charitable remainder annuity trust, and a retained life estate.

The College records gifts of publically traded securities by valuing the gifted shares at the mean price (average high and low) on the day in which the gift was received by the College. The donor will receive confirmation of the gift value in his or her acknowledgement letter.

The College encourages donors eligible for corporate matching gifts to utilize these programs to maximize the value of their gift or pledge; however, a matching gift will not be used to fulfill a pledge commitment. A donor cannot legally obligate a matching gift company or entity to honor his or her pledge.

The College will record a matching gift as a gift from the corporation or entity making the gift. The individual donor that initiated the gift will receive matching gift credit for that gift. The donor's annual giving total at the end of the fiscal year will recognize his or her individual giving as well as the matching gift credit.

The College will respect donor intent relating to gifts for restricted purposes and that relating to the desire to remain anonymous. With respect to anonymous gifts, the College will restrict information about the donor to only those staff members with a need to know.

The College will acknowledge receipt of gifts in a timely manner and meet IRS substantiation requirements. Except for gifts of cash, publicly traded securities and gifts in-kind, gift value will not be included in gift acknowledgement letters or any other form of substantiation of the gift.

The College will notify a donor if he or she receive any benefits in exchange for a gift that exceed the IRS threshold (2016 – 2% of gift total).

The College will refrain from providing advice about tax implications or other treatment of gifts and will encourage donors to seek guidance from their own professional advisors to assist them in the process of making their decisions.

The College will not compensate, whether through commissions, finders' fees or other means, any third party for directing a gift or a donor to the College.

Sponsorships

Acceptance of all sponsorships are at the discretion of the Office of Advancement at Saint Mary-of-the-Woods College (the College). The College will not accept any sponsorship unless it can be used or expended consistently with the mission of the College.

The College will accept sponsorships for athletics, special events and other needs as they arise. Agreements such as these must be reviewed prior to acceptance due to the special obligations raised or liabilities they may pose for the College and as these may overlap with philanthropic fundraising priorities.

These sponsorships will be accepted at the discretion of the Office of Advancement and may be made in concert with the President and Board of Trustees. No sponsorship shall be accepted on behalf of the College by any persons, including faculty, staff, students or board members, without the consent of the Office of Advancement. A sponsorship will be considered non-gift revenue. Sponsorship agreements must be made in writing and the sponsor must commit to a specific dollar amount that will be paid according to a fixed time schedule.

DONOR BILL OF RIGHTS

Saint Mary-of-the-Woods College adheres to the standards established in 1993 by the advancement professionals in an effort to assure philanthropy merits the respect and trust of the general public while instilling confidence in donors. As such, the College declares that all donors have the right:

1. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgement and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality.
7. To expect that all relationships with individuals representing organization of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

NOTE: The text of this statement in its entirety was developed by the American Association of Fund-Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), and the Association of Fundraising Professionals (AFP), and adopted in November 1993.