

Legacy Ring Initiative Letter of Intent

Addendum for Donor's Personal Records and Instructions

Statement of Intent

As a proud alum of Saint Mary-of-the-Woods College, I have expressed my intent to the College that my Woods ring be contributed as part of its Legacy Ring Program.

The letter of intent was signed by me on _____ (date) and returned to SMWC.

Legacy Ring donations may be made two ways and I have elected to donate in the following manner:

- ☐ **Direct Donation** – I have donated or intend to donate my ring to the Alumni Office.
- ☐ **Bequest** – I bequeath my ring to Saint Mary-of-the-Woods College and entrust my family and/or executor to fulfill my wishes of donating it to the Legacy Ring Program.

Gift Recognition

All alumni who express their intent to donate or make a direct donation will be recognized as a member of the Legacy Ring Circle in the Honor Roll of Donors.

Saint Mary-of-the-Woods College is a 501(c)(3) non-profit organization. Contributing the SMWC ring is a gift of property. As such, it will be processed as a gift-in-kind. Donors will receive an acknowledgement letter stating that a ring was received, but no value will be included in the letter.

To establish the value of the ring a qualified jewelry appraisal should be completed, at the owner's expense, prior to contributing it to the SMWC Legacy Ring Program, but this is **not required** by the College. Documentation of the appraisal will enable the SMWC Office of Advancement to attribute a value to the gift; however, no value will appear in the acknowledgement letter. Questions about the tax deductibility of the gift are a matter to be determined by the donor and their tax preparer.

Preparation and Sending the Ring

- 1) If desired, please include a brief biography of the ring's owner so it may be presented to the future ring recipient. If no biographical information is provided, the owner, class year and major while at SMWC, if known, will be provided to the recipient.
- 2) Ship using confirmed delivery, insured mail through USPS or with UPS to the Alumni Office at the following address:

Saint Mary-of-the-Woods College
PO Box 70
Saint Mary of the Woods, IN 47876

- 3) An email or letter will be sent to verify the ring safely arrived at the College.

Questions

Contact the Advancement and Alumni Offices at 888-769-0013 or email alumni@smwc.edu.

Woods Legacy Ring Donor

Date