



## *A campaign for the future of Christ Episcopal School*

### **Christ Episcopal School Capital Campaign Giving Guidelines Policy**

#### ***Purpose of Gift Policies and Guidelines***

The Board of Trustees of Christ Episcopal School and its staff solicit gifts from individuals, corporations and foundations to complete the I'm IN capital campaign goals. These policies and guidelines govern the acceptance of gifts by Christ Episcopal School and provide guidance to prospective donors and their advisors when making gifts to the capital campaign. A full Gift Policy for Christ Episcopal School is available from the Advancement Office.

#### ***Publicity***

When the donor has signed a memorandum of agreement, and the gift is thus officially received, the Director of Advancement will notify all appropriate School personnel of the gift. The Board of Trustees will also be informed of the gift. Donors and/or amount of gift may remain anonymous if they wish.

In many cases, but only with the permission of the donor, the community at large will be made aware of the gift through the news media. Typically, this is done when the gift makes a substantial or particularly interesting contribution to the School's programs.

#### ***Accounting***

All monies raised for the capital campaign will be recorded in the School's accounting system and designated for the capital campaign.

#### **Outright Unrestricted Gifts:**

##### A. Cash

1. Gifts in the form of cash and checks shall be accepted regardless of amount unless, as in the case of all gifts, there is a question as to whether the donor has sufficient title to the assets or is mentally competent to legally transfer the funds as a gift to the School.
2. All checks must be made payable to "Christ Episcopal School" and shall never be made payable to an employee, agent or volunteer for the credit of the School.

##### B. Publicly Traded Securities

1. Securities which are traded on the New York Stock Exchange or NASDAQ, or other readily marketable securities, shall be accepted by the School. Donors should expect such securities to be sold immediately by the School. No employee or volunteer working on behalf of the School shall commit to a donor that a particular security will be held unless authorized to do so by the Executive Committee.
2. Securities will be valued at the average of the high and low trading price on the day the gift is legally transferred to the School.

##### C. Closely Held Securities

1. Non-publicly traded securities may be accepted only after approval of the Executive Committee.
2. Such securities may be subsequently sold only with the approval of the Executive Committee.
3. Prior to completion of a gift, no commitments by the School shall be made regarding repurchase of such securities.