The Meadows School
Gift Acceptance Policies and Guidelines

Introduction

Fundraising goals at The Meadows School are authorized by the Board of Trustees to enhance the operating budget of the School, support capital expansion and renovation, and grow the School’s endowment. These goals reflect the most important immediate and long term needs of the School. The Board of Trustees, along with the Head of School and Director of Advancement, are also responsible for ensuring that all fundraising activities support and are consistent with the School’s mission, philosophy, and goals. It is the responsibility of the Director of Advancement and his/her staff in conjunction with the Head of School, to implement and organize programs for obtaining gift support from alumni, parents, parents of alumni, grandparents, faculty and staff, corporations and foundations, and friends of the School.

The purpose of these Gift Acceptance Policies and Guidelines is to govern the acceptance of gifts by the School and to provide guidance to prospective donors and their advisors when making gifts to the School. The Board of Trustees is responsible for overseeing the implementation of the School’s gift acceptance policies, in coordination with the Head of School and Director of Advancement.

Types of Gifts

Payment of gifts to the School may take the form of one, or a combination of the following list. Donor gift commitments are recognized in a manner consistent with the donor’s wishes and the policies and guidelines approved by the Board of Trustees. Requests of anonymity by donors will be honored. Permission to publicly recognize a donor and his/her gift is assumed unless otherwise requested by the donor. The School does not accept gifts when it is determined that there is no charitable intent on the part of the donor. The School reserves the right to decline any gift.

The following gifts are acceptable:
1. Cash
2. Pledges
3. Securities
4. Deferred gifts
5. Life Insurance
6. Gifts in kind
7. Corporate matching gifts

The following criteria govern the acceptance of each type of gift:
1. **Cash:** Gifts paid by cash, checks, and credit cards are the most common. Checks shall be made payable to The Meadows School, Attn. Advancement Office, 8601 Scholar Lane, Las Vegas, NV 89128.

2. **Pledges:** A letter of intent or a written record of a pledge must be submitted to the School before a pledge is recorded. The Advancement Office does not record undocumented verbal pledges. Multi-year capital and/or endowment pledges normally range from two to five years. Permanent donor recognition is based upon the payment of 50% or more of the total commitment within the agreed upon pledge period.

3. **Securities:** The School can accept gifts of securities. It is generally the School’s policy to sell marketable securities immediately upon receipt from the donor. Short term retention of securities requires approval by the Chair of the Finance Committee of the Board of Trustees. Gifts of securities are often made to the School through electronic transfer. A gift of transferred securities is considered complete and is dated when it is received in the School’s account. If actual shares are delivered to the School for sale, the date of the gift is based on the postmarked date of the mailing or the date of the delivery to the School. In either case, a letter from the contributor donating the stock is required.

4. **Deferred Gifts:** The School will accept deferred gifts such as charitable trusts, charitable gift annuities, family limited partnerships, bequests, and real estate on an individual case by case basis and after appropriate consultation with the School’s legal counsel. The donor must accept the obligation for payment of all associated expenses of deferred gifts including legal, accounting, environmental testing, title insurance, and appraisal fees, in a manner to be mutually agreed upon by the School and the donor. The School typically does not accept any property that is encumbered by a mortgage, lien, or other indebtedness, however the School will consider such gifts on a case by case basis.

5. **Life Insurance:** The School welcomes gifts of life insurance and annuities, although is unable to accept responsibility for managing those gifts or paying premiums and monitoring investments. The School must be named both beneficiary and irrevocable owner of the policy before it can be recorded as a gift. The School will acknowledge the gift as the amount of the cash surrender value of the policy on the date of the receipt of the policy or for the actual cash payment received at the death of a donor.

6. **Gifts in Kind:** In accepting gifts in kind, the School shall credit the donor with the fair market or appraised value of the gift for recognition purposes. Should an appraisal be necessary, it will be submitted in writing to the School. Any time or expense connected with obtaining an appraisal shall be the responsibility of the donor. The School reserves the right to retain or sell gifts in kind. Proper documentation or an invoice showing the value of gift in kind and marked donation shall be delivered to The Meadows School, Advancement Office, 8601 Scholar Lane, Las Vegas, NV 89128. Donors who make non-cash gifts with a value of greater than $5,000 must prepare an information return, IRS 8283.

7. **Corporate Matching Gifts:** Through corporate matching gift programs, a donor’s employer may double, and in some cases triple, a donor’s personal gift. Matching gifts from corporations will be considered unrestricted and will be combined with a donor’s
personal gift for purposes of recognition, gift category membership, and named gift opportunities, unless doing so violates a stated policy of the corporation. Corporations will also be receipted and recognized for their matching contributions.

Restrictions on Gifts

The School will accept unrestricted gifts and gifts for specific programs and purposes, provided that such gifts are not inconsistent with its stated mission, purposes, and priorities. The School will not accept gifts that are too restrictive in purpose, as deemed by the Director of Advancement or Head of School.

1. **Unrestricted Gifts:** The Advancement Office is responsible for securing unrestricted gift income that support the operating and capital budgets for the School.

2. **Restricted Gifts:** Restricted gifts are accepted if they are consistent with the School’s mission and programs. Restricted gift revenue is expended in the current fiscal year in which it is received. Restricted gifts are placed in restricted budget accounts and used only for the purpose designated by the donor. A contribution to a specific individual does not qualify as a charitable donation. Please be advised that The Meadows School does not recognize membership dues as a tax-deductible donation. Restricted gifts are included in all reports of the total funds raised upon completion of an annual fund campaign.

Capital Campaigns

The School periodically conducts capital campaigns to meet emerging needs for new construction, renovation, major equipment, and/or endowment. The goals for each campaign are established by the Board of Trustees, Head of School and Director of Advancement. The Advancement Director and Head of School oversee capital campaigns with the assistance of outside counsel when necessary.

Capital gifts do not last in perpetuity. If a named capital gift is donated and must later be replaced, the School has the right to resell such named space.

Gifts to Endowment

A gift may be made to the School's general endowment or an already established restricted endowment. These gifts may be made in “memory of” or in “honor of” a person or persons. When no restriction is specified by the donor, gifts will be placed in the general endowment. A minimum of $50,000 is required to establish an unrestricted endowed fund to commemorate a special occasion or memorialize an individual. Commemorative or memorial gifts may be restricted to the purpose intended by the donor although the purpose must be approved by the Advancement Committee and/or the Board of Trustees. A minimum of $50,000 is required to
establish a restricted named endowment fund and are accepted if they are consistent with the School’s mission and programs.

The endowment is managed by the Business Office Manager, the Finance Committee, and the Board of Trustees, with outside counsel as necessary.

Gift Acknowledgement

It is the responsibility of the Advancement Office to officially record, receipt, and acknowledge gifts to the School. Gifts will be processed through the Advancement Office before being deposited to any School account. Gift and pledge receipts will be dated, recorded, and mailed to the donor within one week of receipt. Requests of anonymity by donors will be honored. Permission to publicly recognize a donor and his/her gift is assumed unless otherwise requested. The Head of School and/or the Advancement Director will acknowledge all annual fund and capital campaign gifts through thank you letters.

Special event contributions are acknowledged by a member of the Advancement Office. All fundraising events in which there is a publicized or inferred contribution element must comply with IRS regulations concerning tax deductibility. It is the School’s responsibility to disclose the deductible amount of any ticket price to attend an event. The School will assign a realistic fair market value, including entertainment, to the event. The School will comply with current IRS regulations regarding tax deductibility.

Donor Recognition

The School uses many forms of donor recognition to recognize the generosity of donors. Provisions will be made to recognize all donors regardless of the size of their gift. The School utilizes the following primary forms of donor recognition:

1. **Publications:** All donors will be recognized in the Honor Roll of Donors (Annual Report), and, where appropriate, other School publications such as Scholar Lane and event programs, invitations, and/or signage, unless anonymity is requested.

2. **Named Gift Opportunities:** Opportunities to provide a genuine and lasting form of recognition for the generosity of donors include:
   - **Buildings, Classrooms and other Spaces:** Gift levels to name buildings, classrooms and other spaces will be determined during each capital campaign. The naming of such spaces will require a gift amount determined by the Director of Advancement and the Development Committee. Naming gift opportunities will be reserved with a letter of intent signed by the donor. The installation of the donor plaque will occur when 50% of the pledge has been fulfilled. Not more than two donors or donor families are permitted to combine capital donations to secure a naming opportunity. The copy on individual donor recognition plaques is subject to the approval of the School. The School reserves
the right to alter or change the placement of a named gift opportunity in the event of unforeseen modifications in the campus design and structure.

**Endowment:** A minimum of $50,000 is required to establish a restricted or unrestricted named endowment.

If a donor does not fulfill his/her financial commitment to the School within the agreed upon pledge period, donor recognition may be either removed or decreased to the appropriate gift and recognition level. The Board of Trustees may grant an exception to these general policies on an individual case by case basis.

**Honorarium/Memorial Designations on Campus**

Periodically, the School receives requests to establish plaques, plant trees, or create some other physical representation on campus to honor deceased alumni, students, employees, family members and friends.

The School wants to make these opportunities available to memorialize the deceased, but it is important that any memorial designations fit appropriately into the overall environment of the campus and that they be placed in areas where future construction is not anticipated.

This process complements, but does not replace, other existing avenues for memorial gifts including scholarships, various kinds of endowments, and other naming opportunities, all of which contribute to the education of our students.

Please contact the Director of Advancement or a member of The Meadows School administration if you are interested in an Honorarium/Memorial Designation opportunity. The request will be reviewed by the Head of School and Director of Advancement and approved on a case-by-case basis.

**Other Campus Displays**

The Meadows School is proud to display pieces of artwork throughout the campus. The following guidelines are in place regarding these pieces:

1. The artwork is created by a current student and recommended for display by the Visual Arts Department Chair.
2. A Visual Arts teacher is commissioned by the School to create a piece of art at the School’s request.
3. Signage for campus displays of artwork is managed and maintained by the Fine Arts Council.

**Confidentiality and Privacy**
In the course of discussing major gift prospects for School, volunteers, trustees, employees and fundraising consultants will, on occasion, discuss information of a personal and financial nature concerning donor prospects. The following guidelines are established to affirm the School’s commitment to protect the privacy, dignity, and trust of its benefactors, friends and prospective donors. All fundraisers for the School agree to follow these policies:

1. All discussions concerning major gift donor prospects are strictly confidential.
2. All information concerning financial capability, past giving patterns, specific gifts, and personal disclosures about giving interest, is confidential.
3. Permission to publicly recognize a donor and his/her gift is assumed unless otherwise requested by the donor.

The School places the highest priority on protecting the privacy of its donor information. The School does not sell, rent, loan, or trade a donor’s personal or biographical information to any other entity. All copies of documents with this information are strictly controlled and accounted for to avoid inadvertent distribution of them.

**Changes to Policies**
The Director of Advancement, Advancement Committee, and Head of School will review the gift acceptance policies as necessary. The Board of Trustees retains the right and authority to alter, amend or revoke the gift acceptance policies at any time and from time to time.