



The Westminster Schools

Gift Policies and Guidelines

Updated and Approved by the Advancement Committee of the Board of Trustees

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The Westminster Schools

The Westminster Schools (“Westminster” or “the School”) is a Christian, independent day school for boys and girls which seeks to develop the whole person for college and for life through excellent education.

The Office for Institutional Advancement

The mission of the Office for Institutional Advancement (OIA) is to promote the mission of the School by engaging our constituents in meaningful, mutually beneficial, and lifelong relationships that foster and sustain a culture of service and philanthropy. While building and leveraging the Westminster brand, we work collaboratively to strengthen partnerships across the School community to provide value to our alumni and broader community and to secure philanthropic commitments that ensure our traditions of excellence and reputation as a national leader in K-12 education.

Introduction

All fundraising goals at the School originate with and are approved by the School’s Board of Trustees. These goals reflect the School’s short-term and long-term strategic priorities and should directly support the School’s mission and core values. The Vice President for Institutional Advancement designs and implements comprehensive programs to achieve these goals, and monitors progress and reports on their achievement.

Purpose

The following Gift Policies and Guidelines (the “Policies”) outline the protocols, procedures, and conditions under which gifts are solicited, assessed, accepted, received, and credited by the School. The purpose of the Policies is to:

- Define the types of assets that are acceptable;
- Address critical issues presented by certain gifts;
- Ensure integrity, consistency, and compliance with Internal Revenue Service regulations and acceptable business practices;
- Guide the OIA team and others involved in the solicitation, documentation, and administration of gifts made for the benefit of the School; and
- Ensure gifts:

- Adhere to best practices consistent with the School’s mission, funding priorities, and strategic goals;
- Benefit Westminster while ensuring fidelity to donor intent;
- Impose no undue financial or other burdens on the School; and
- If gifts are restricted, provide reasonably broad and flexible terms to maximize their usefulness to the School.

The Policies have been reviewed and approved by the School’s Advancement, Finance, and Investment Committees and adopted by the Board of Trustees. The Policies apply to all parts of The Westminster Schools, including all entities or associations under the School’s 501(c)3 designation, including departments, interdisciplinary programs, centers, institutes, libraries, auxiliaries, as well as organizations such as PAWS and Catbackers.

Confidentiality

Westminster is committed to protecting the privacy, dignity, and trust of its alumni, parents, friends, and prospective donors. All fundraisers and volunteers at Westminster agree to the following policies, which are designed to protect and respect the rights of donors and the School:

- All fundraising-related discussions concerning any of the School’s constituents are strictly confidential;
- All information concerning financial capacity, past giving patterns, specific gifts, and personal disclosures about giving interest is shared confidentially and with discretion;
- Permission to publicly recognize a donor and his/her gift is assumed unless anonymity is otherwise requested by a donor; and
- Policies regarding anonymity and the reporting of gifts are covered in the Donor Recognition and Stewardship section of the Policies.

The School places the highest priority on protecting the privacy of its donor information. Westminster does not sell, rent, loan, or trade a donor’s personal or biographical information to another entity. All copies of documents including this information are strictly controlled and accounted for to avoid inadvertent distribution. Some information may be shared with leadership volunteers when it helps them carry out their duties. Files will be made available whenever required by law.

Standards of Practice and Ethical Principles

All fundraising staff at the School will abide by the Association of Fundraising Professionals' Code of Ethical Standards (Adopted 1964; amended October 2014).

The School will work to be donor-centered in all that it accomplishes. OIA will strive to be a model for treating donors with respect and appreciation. The School will honor donors' wishes for designating the use of their gifts for legitimate and approved School programs with guidelines established by the Board of Trustees. The School reserves the right to decline any gift that is not consistent with Westminster's strategic goals. All donors will be acknowledged and thanked for their gifts in a timely manner.

In all gift matters, members of OIA will be sensitive to a potential donor's needs and concerns. Staff will use their best judgment to help donors make informed gift decisions and will disclose to the donor advantages and disadvantages that could reasonably influence the decision of the donor to make a gift to the School. In particular, planned gifts subject to variability (such as market value and income payments) should be discussed fully with a donor's financial and estate planning professionals. The School will not knowingly accept a gift that is contrary to the donor's best interest.

Rights of Donors

The role of OIA is to serve as an advocate for the donor, and in doing so, adheres to the standards set for in A Donor Bill of Rights (Appendix A).

Authorization

A Gift Acceptance Committee will be responsible for interpreting and enforcing these Policies. The Committee is comprised of the President, Vice President for Institutional Advancement, the Vice President for Finance and Operations, the Dean of Academics and Curriculum, and the Associate Vice President for Institutional Advancement. Representatives from other divisions of the School (Leadership Team, faculty, etc.) may be included in the discussion of gift acceptance when appropriate. The Committee may consult with outside legal counsel and external and internal experts as needed to comment on and help evaluate gift arrangements.

At the request of OIA, the Gift Acceptance Committee will review any gifts to Westminster about which there are questions or concerns. These may include gifts that:

- Offer to fund or endow courses or programs that are not academic or extracurricular priorities;

- Create new institutions, centers, or initiatives;
- Request recognition that is outside the scope of the School's Donor Recognition and Stewardship section of the Policies;
- Include excessive restrictions or encumber the School financially;
- Present issues of marketability, i.e. closely held securities;
- Involve real property;
- Include tangible personal property or other personal assets;
- Are otherwise not covered by the Policies; and/or
- Any proposed gift the Vice President for Institutional Advancement deems necessary and in the best interest of the School to review with the Committee.

General Guidelines

- Donors should obtain their own expert assistance in planning and making a gift to the School, including advice from their own legal, tax, and investment advisor(s).
- Any gift illustrations or economic modeling of gifts prepared by the School will be general and informational only, and donors are strongly urged to consult with their attorneys and/or financial advisors in any and all aspects of the contemplated gift. Donors are advised that he/she will be responsible for any related transaction costs, including but not limited to appraisal, valuation and moving expenses where required, as well as costs related to the donor's professional advisor(s).
- No solicitation of funds may be undertaken by any department of the School without the approval of OIA.
- Funds will be sought only for general support, or for capital and endowment purposes that support School priorities as approved by the Board of Trustees. This assures that solicitations of the School's supporters are coordinated and address its stated priorities. In general, solicitations of donors should not be made without the approval and knowledge of the President, the Vice President for Institutional Advancement, and/or the Chair of the Advancement Committee.
 - Undesignated gifts will be allocated by a vote of the Gift Acceptance Committee with recommendations from OIA according to the following considerations:

- The Westminster Endowment: Any gift received for use in perpetuity for which the donor(s) fails to provide a restricted purpose at the time of the gift, and has not been specifically designated as “unrestricted,” will be placed in an undesignated endowment fund until such time as the donor provides appropriate documentation with respect to the gift’s purpose. Gifts will be held in the undesignated endowment fund for one year from the date of receipt. If after one year the donor(s) has not indicated a purpose for the gifts or made other arrangements, related earnings accumulated during that one-year period will be moved to the School’s *General Endowment Fund* and the Gift Acceptance Committee will determine a designation for the gift and notify the donor(s).

- Realized Planned Gifts: OIA will work with estate representatives to best honor the intent of the donor. In the absence of an alignment between the donor’s intent and a school priority, a planned gift can be committed to a capital, endowment, or restricted priority as voted upon by the Gift Acceptance Committee with recommendations from OIA.

- The Gift Acceptance Committee may allocate all other undesignated gifts to an identified school priority, including The Westminster Fund.

- All written and oral statements related to fundraising will be direct, concise, complete, and accurate. Gifts received in response to a specific solicitation will only be applied toward that stated purpose, unless otherwise directed by the donor.
- Should the Gift Acceptance Committee be unable to resolve a gift issue, the gift will be declined or the Committee may, in its discretion, determine whether a gift issue will be forwarded to the Board of Trustees for final review and approval.
- Pledges to Westminster are considered acts of moral obligation and good faith, solicited by representatives of the School and given of a donor’s own free will. Pledge fulfillment rests upon a donor’s good will and his/her continued confidence in the School. Prior to accepting the pledge, OIA reserves the right to review publicly-available financial information to assess a donor’s ability to fulfill his or her commitment to the School. All donors who have a current pledge will receive pledge payment reminders twice a year as a courtesy.
- While Westminster is most appreciative of philanthropic support from friends, the School does not accept gifts from prospective families who are not otherwise affiliated with the School during the Admissions process. This ensures that the focus remains on Westminster’s prospective students and their strength as candidates for admittance.

Types of Gifts

Gifts to the School may be fulfilled with any one or a combination of the gift types below. Donor gift commitments are recognized in a manner consistent with the donor's wishes and the policies and guidelines approved by the Board. Requests of anonymity by donors will be honored, but donors should be aware that there are certain limited circumstances under which the School may be required to disclose the identity of the donor (e.g., court orders, requests from the IRS and the Attorney General, etc.). Permission to publicly recognize a donor and his/her gift is assumed until 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:

- Direct Gifts
 - Cash and cash equivalents
 - Marketable securities and mutual funds
 - Non-liquid business interests
 - Real estate
 - Tangible personal property
 - Gifts-In-Kind
- Pledges
- Planned Gifts

Direct Gifts

Cash and Cash Equivalents

- **Outright Gifts:** All gifts in the form of cash, checks, money orders, travelers' checks, electronic fund transfers, and credit and debit card transactions will be credited at full face value. Checks should be made out to "The Westminster Schools." Under no conditions should a check be written to an employee, agent, or volunteer for the credit of the School.

- **Corporate Matching Gifts:** Donors who leverage matching gifts from corporations and/or organizations with which they are affiliated will receive soft credit in their record for the value of the match. This credit will be applied toward annual giving recognition levels during the fundraising year in which the match is received. If the donor's gift is restricted, the match will be restricted to the same purpose unless corporate rules specify otherwise. Matching gifts will not be booked until the necessary paperwork is received from the donor.

Marketable Securities and Mutual Funds: The School accepts publicly traded securities as outright gifts or payments toward pledges. The School does not hold donated securities, but rather sells them immediately for cash. Gifts of stock will be credited to the donor on the day the stock is received by Westminster's custodian. The value of the gift will be the mean value on the day the security is received by Westminster's custodian (the average of the high and low price for the day). Commission charges are handled by the School, unless the donor expressly communicates a willingness to provide for those fees as well. Donors should notify the School and its agent when making a transfer to be sure that they follow the most updated procedures. In the event that a stock gift received without a donor name, OIA will make reasonable efforts to identify donor. Should the donor remain unknown, the stock may be refused or the gift may be placed in the record of an "Unknown Donor" until the donor can be identified within a fundraising year. Once the School has been notified of the stock transfer, donors will receive written confirmation of the value of the shares on the date of transfer and the appropriate allocation of the gift.

Non-liquid Business Interests: Privately traded securities, sole proprietorships, general or limited partnership interests, limited liability corporation stock, S corporation stock, and/or REITs may be accepted at the discretion of the Gift Acceptance Committee. The fair market value of the securities should be determined by an independent appraisal obtained by the donor as required by the IRS and may be appraised separately by the School. (IRS appraisal form attached as Appendix B). Appraisals must be conducted in a timely manner. Generally, gifts of privately held securities are accepted only when conversion into cash within a three-year period is expected.

Gifts of non-liquid business interests must be reviewed prior to acceptance to determine:

- a. Marketability, and
- b. That the security will not generate any undesirable tax consequences for the School.

If potential problems arise on initial review of the security, further review and recommendation by an outside professional may be sought before making a final decision on acceptance of the gift. The final determination on the acceptance of non-liquid business interests shall be made by the Gift Acceptance Committee and legal counsel when necessary.

Real Estate: The School accepts gifts of real estate only after the Board of Trustees has considered matters such as location and marketability and an appraisal that is in line with IRS guidelines has been conducted. The School's policy is to convert gifts of real estate as expeditiously as possible. Westminster will attempt to sell property at a reasonable price in light of current market conditions regardless of the value placed on the property by the donor's appraisal. The School will not accept property that is encumbered by a mortgage, lien, or other indebtedness. Further, all gifts are subject to an environmental evaluation prior to acceptance. The donor will bear all costs related to appraisals, environmental studies, title insurance and title searches and transfers. Gifts of real estate will be credited based on their fair market value as stated in a qualified appraisal supplied by the donor. Westminster reserves the right to conduct its own appraisal prior to accepting the gift. Criteria for acceptance of the gift of real estate shall include:

- a. Usefulness for the purposes of the School;
- b. Marketability;
- c. Restrictions, reservations, easements, or other limitations associated with the property;
- d. Carrying costs, including insurance, property taxes, mortgages, or notes, etc., associated with the property;
- e. Results of an environmental audit;
- f. Any significant risks associated with the ownership, use or disposal of the property.

Tangible Personal Property: Westminster will consider gifts of tangible personal property only after a thorough review indicates that the property is readily marketable or needed by the School for use in a manner that is related to its core purpose and mission. The fair market value of the property should be determined by an independent appraisal obtained by the donor as required by the IRS and may be appraised separately by the School. (IRS appraisal form attached as Appendix B). Appraisals must be conducted in a timely manner. Westminster will not accept gifts that obligate the School to hold property in perpetuity. The

School has the right to sell or dispose of the property at any time deemed appropriate or necessary. It is the donor's responsibility to deliver donated property to the School and incur the costs associated with any appraisals and/or transportation.

Gifts-In-Kind: Upon request, the School will provide documentation for gifts-in-kind (other than real or tangible personal property), such as travel expenses incurred while in service to the School, items to be auctioned or sold at fundraising events, maintenance agreements, deep discounts or bargain sales, royalties, gifts of gas, oil and mineral rights, software, intellectual property, patents and copyrights, and food or other items for hosting events. It is the donor's responsibility to deliver donated property to the School and incur the costs associated with any appraisals and/or transportation.

It is also the donor's responsibility to establish a value for the gift and to provide a qualified appraisal as may be required by the IRS. The School will issue to the donor an acknowledgment that will contain only a description of the contribution and the date received. Gifts-In-Kind, other than real property, offered to Westminster with a value less than \$5,000 shall be recorded in the donor's record at \$.01 unless independent verification of that value of the gift is provided.

Gifts valued at \$5,000 or more must be reviewed by the Gift Acceptance Committee prior to acceptance. Upon approval, the donor is responsible for obtaining a qualified written appraisal of the donated property in accordance with IRS regulations in order to substantiate the fair market value of the goods donated and submit Internal Revenue Service (IRS) form 8283 (Appendix B) to OIA for completion and subsequent return to the donor. Gifts-In-Kind with a value exceeding \$5,000 shall be recorded on the School's records at the appraised value. The School's Deed of Gift Form should be completed for all proposed in-kind gifts exceeding \$5,000.

Pledges

Pledges are commitments to make future gifts. Pledges to The Westminster Fund must be fulfilled by the last day of the fundraising year, June 30. Multi-year pledges must be fulfilled within a mutually agreed-upon time frame, generally no longer than five years. Individual donors may only fulfill their pledges through a direct gift, not through gifts from donor-advised funds. Pledges will be recorded only upon receipt of written intent of the pledge, including the amount, the pledge period, any gift designation, purpose and restrictions, the frequency of payments, and the donor's name and signature. Confirmation from the donor via e-mail is sufficient.

Oral Pledges will be accepted as follows:

- a) Oral pledges less than \$5,000 may be recorded without documentation if made through an authorized phonathon campaign or program.
- b) For oral pledges of \$5,000 or more, OIA will send a letter or e-mail to the donor memorializing the pledge date, amount, and designation (i.e. The Westminster Fund, endowment, etc.). The donor's written confirmation in response is acceptable as a bona fide commitment from the donor.

Multi-year oral pledges may not be made for amounts over \$5,000.

Planned Gifts

Planned gifts may be restricted by the donor to support a specific and ongoing priority of the School as approved by the Board of Trustees. Planned gifts may also establish endowed funds in accordance with these Policies when the gift is received. If there is no donor restriction, upon receipt of the funds a planned gift can be committed to a capital, endowment, or restricted priority as determined by the Gift Acceptance Committee with recommendations from OIA. Named, restricted, endowed funds to be established by a planned gift will not be created until the gift has been received by the School. Naming opportunities to be funded with planned gifts will follow the School's Named Spaces policies contained herein. Donors are encouraged to disclose their bequest intentions to the School in writing to ensure that the School is able to carry out their future wishes, that gifts conform to these Policies, and to establish expectations regarding involvement in stewardship activities during the donor's life.

The information in these Policies is not intended as legal or tax advice. The School encourages donors to consult an attorney or tax advisor.

The School accepts the following types of planned gifts:

1. **Charitable Bequests and Retirement Plan Designations**

A charitable bequest, the most common form of planned giving to the School, is a gift made to the School through a will or living trust. Charitable bequests and retirement plan designations are valued and assessed for purposes of gift recording and reporting at the time the School is notified of the gift.

2. **Charitable Gift Annuities**

A charitable gift annuity is an agreement between The Westminster Schools and the donor. (Gift Annuity Agreement attached as Appendix C). The donor makes an initial contribution to the School and the School agrees to pay the annuitant an amount derived from the contribution for the rest of the donor's lifetime. The annuitant may be either the donor or a designated third-party beneficiary identified in writing by the donor in the Gift Annuity Agreement. The minimum acceptable contribution to establish a charitable gift annuity is \$25,000.

The School requires that the initial contribution is made in cash or publicly-traded securities. The maximum annual payment to the annuitant is based on the annuitant's age and the fair market value of the contribution. Since the payments to the annuitant decrease the value of the contribution, the actual gift to the School has a value of significantly less than the donor's initial contribution. The payout rate will conform to the applicable published rates of the American Council on Gift Annuities (ACGA).

The School will accept current gift annuities (which begin payments at the next payment date – quarterly, biannually, or annually) as well as deferred gift annuities (deferral period is at the discretion of the donor).

The minimum age for each annuitant shall be 55 for immediate annuities and 50 (at the time of establishment) for deferred annuities. For planned annuities, the annuitant's minimum age at the commencement of payment shall be 55.

When a gift annuity is accepted, it will be invested in order to provide for future annuity payments. When an annuity matures at the death of the annuitant, the net remaining portion of the gift is available for the designated purpose as indicated in the Gift Annuity Agreement, or if none has been designated, then for the School's general use as determined by a vote of the Gift Acceptance Committee with recommendations from OIA.

The School may engage one or more third party entities to provide gift administration, custodial, and investment services for its gift annuity contracts. The donor will bear all costs associated with any third party administration of his or her gift.

3. Charitable Remainder Trusts (CRT)

The School will accept and administer contributions to a charitable remainder trust (CRT) in accordance with applicable federal law, IRS regulations, the laws and regulations of the state of Georgia, and the following general conditions:

- The School will review each proposed trust taking into consideration the age of the beneficiary(ies), the payout rate and the effects both have on remainder value. A remainder value of 25 percent or more is expected. Additions may be made to unitrusts in any amount, while annuity trusts, by law, cannot accept additions.
- The School will engage one or more third party entities to provide trust administration, custodial, and/or investment services for CRT agreements.
- All charitable trust agreements must be approved by the Director of Business and Finance and the School's legal counsel.
- Costs incurred to operate the trust – administrative, management or brokerage fees – will be born by the trust in accordance with applicable state and federal law.
- Payout rates for a CRT must be approved by the Director of Business and Finance. All payout rates established by the School must also conform to applicable federal law, IRS regulations, and the laws and regulations of the state of Georgia.
- Cash, marketable securities, and interests in real property are all acceptable in a charitable remainder trust. In the case of real property, certain types of vehicles may be utilized, including trusts, for non-income producing property in order to allow time for the trustee to sell the property and reinvest the proceeds in an income-producing asset. A donor is required, when funding a trust with interests in real property, to make an additional cash gift(s) to the trust to cover insurance, maintenance, and taxes on the property for as long as the trustee anticipates it will reasonably take to sell the property.

During the timeframe of a campaign, this policy may be adjusted to conform to campaign counting policies.

4. Charitable Lead Trusts

A Charitable Lead Trust (CLT) is a useful tool for transferring assets to family members without many of the gift and estate tax burdens that occur with a direct transfer. The School will accept being designated as an income beneficiary of a CLT under the following conditions:

- The minimum trust amount is \$100,000.
- All CLT agreements must be approved in writing by the Director of Business and Finance and the School's legal counsel.

5. Life Insurance

Life insurance gifts can be made when Westminster is named the beneficiary of a life insurance policy (and does not own the policy) or the School receives a gift of insurance and

is the beneficiary and owner of the policy. Life insurance is valued using the surrender amount paid as of the date of transfer of ownership to the School. Additional premium payments are considered gifts when received by the School.

The School will accept gifts of life insurance policies under the following general conditions:

- The policy must have a death benefit of \$10,000 or more, unless the policy is fully paid up. Any future policy premiums due will be paid by regular contributions from the donor to the School. The School will not make premium payments from its own resources except under circumstances described here and below.
- The policy must not be a term insurance policy.
- The School may surrender an existing life insurance policy for its surrender value, sell the policy via a viatical settlement based on prior review and approval of the Gift Acceptance Committee, or retain policy until maturity.
- All donations of life insurance policies and contributions made to pay life insurance policy premiums will be receipted and acknowledged to the donor in accordance with prevailing IRS regulations.

Life insurance may be given in one of the following ways:

1. **Ownership of a life insurance policy is transferred to the School.** The donor relinquishes ownership and control over the policy by signing an assignment or transfer and sending a copy to OIA. The policy itself must be changed to specify that the insured is no longer the owner. Once the policy is transferred to the School, ownership cannot revert to the donor and the donor will not be permitted to change the beneficiary.
2. **Only the death benefit is transferred to the School.** To transfer the death benefit to the School, the donor should complete the issuing insurer's "beneficiary designation" form and send the School a copy of the completed form.
3. **A policy is purchased that names the School as the beneficiary.** The donor must continue to pay the premiums, which will be receipted and acknowledged to the donor.

If the donor is unable, for any reason, to make the gifts to the School for premium payments and there are no dividends sufficient for premium payments, the School will decide the future of the policy based on several factors which may include age of donor, death benefit, amount of paid-up insurance, amount of premium, and/or number of premiums remaining. The School may decide to cease premium payments and consider the policy paid at current level of insurance; surrender the policy for the cash value and use the funds as designated by the donors; or use School resources to pay the insurance premium.

6. Life Estate/Retained Life Interest

A gift subject to life estate is a gift of a personal residence (primary or recreation residence), or a farm in which the donor has had an operating interest within the last five years. An individual may use his/her personal residence, farm, or recreation property to provide a gift to charity upon his/her death, but retain the right to her/his beneficial use or interest in the property for his/her lifetime. Commercial properties do not qualify. The donor retains the obligation to care for the property, pay taxes, insurance, and maintenance costs and other obligations which pertain to the interest the donor has retained. Upon the donor's death, the School will retain or dispose of the property in a manner consistent with the current policies for gifts of real estate.

Giving Categories

Gifts to the School fall into one of three categories:

- **The Westminster Fund:** Gifts to the annual Westminster Fund help support the School's key operational priorities and are spent in the year they are received. Directed gifts to The Westminster Fund support the Board of Trustee-approved operating budgets for specific areas. For additional information on gifts to The Westminster Fund, please see the section addressing the School's annual fund.
- **Temporarily Restricted Support:** Donors may be interested in providing incremental support to programs that are important to them and outside the scope of the current operations budget (i.e. not supported by the annual Westminster Fund). **These temporarily restricted gifts of \$5,000 or more may be accepted as long as they support a priority area identified by the School.** They typically cover one-time costs or purchases that are over and above a program's current operating budget.
- **Permanently Restricted Capital/Endowment:** Gifts that fund long-term needs, through capital improvements, program support, and endowment growth, are not tied to the current operating budget of the School. These gifts may be in response to a direct solicitation or initiated by the donor in response to identified priorities at the School. All permanently restricted gifts must support the mission of the School and not create unfunded future liabilities. Permanently restricted gifts should include language providing the School with reasonable flexibility. No gift will be accepted that would constitute an undue burden on the School.

The Westminster Fund

The Westminster Fund is the School's annual giving program and its highest financial priority. The Westminster Fund supports the annual operating budget through contributions from alumni, current parents, parents of alumni, grandparents, faculty and staff, and friends. The Westminster Fund ensures faculty and students unparalleled experiences in academics, athletics, arts, and all areas of pursuit on campus. From attracting and retaining the nation's most talented faculty to offering access to bright, motivated students regardless of their ability to pay the School's full tuition, The Westminster Fund provides for a challenging, relevant, and vibrant experience every day for every student. A successful annual fund campaign is essential to the School's ability to balance its budget.

Donors may direct their annual gift to one of priority operating budget areas identified by the School. **Directed gifts support the Board of Trustee-approved operating budgets for these areas and do not provide incremental support for these programs.**

Participation in The Westminster Fund is tracked by constituency. Donors with multiple constituencies (alumni, parents, grandparents, faculty or staff) are counted for participation purposes in each of the appropriate groups.

Annual gifts made by married alumni will be fully attributed to both alumni unless otherwise directed by the donor.

Temporarily Restricted Support for Priority Projects

Restricted gifts of \$5,000 and above will be accepted only if they support identified priorities of the School. It is Westminster's intent to fully utilize temporarily restricted gifts within three (3) years of the date of receipt of the original gift. The Gift Acceptance Committee must approve any gifts with a spending period of more than three years. Donors who make these gifts of \$5,000 or more will be recognized as capital supporters of the School and will not receive annual fund credit for these gifts as they do not help meet the operating needs established by the administration and the Board of Trustees.

OIA will work with donors to designate a purpose for any temporarily restricted gift that aligns with an identified School priority at the time of the gift. Temporarily restricted gifts will not be accepted without a designated purpose. Supporting documentation, such as a gift/pledge statement, letter, or email outlining donor intent and restrictions should accompany all temporarily restricted gifts.

Capital and Endowment Giving

Gifts that fund long-term needs - through capital improvements, program support, and endowment growth - are not tied to the current operating budget of the School. These gifts may be subject to specific restrictions as to the use of the gift and its income. In many cases, these gifts are multi-year pledges designed to help the School achieve key priorities identified through the strategic planning process. Examples of capital and endowment needs include, but are not restricted to:

- Building renovations
- Construction and/or expansion of new facilities
- Development and/or renovation of athletic fields
- Equipment acquisition
- Endowed support for financial aid
- Endowed support for faculty salaries
- Endowed support for professional development
- Endowed program support

Gifts to The Westminster Endowment may be made to the General Endowment Fund, or restricted for purposes that are clearly aligned with the School's priorities. All gifts establishing an endowed fund must be accompanied by a signed Endowed Fund Agreement that details the purpose of the gift and acknowledges that the fund will be managed according to the School's Trustee-approved policy on The Management of Endowment Accounts. (Endowed Fund Agreement attached here as Appendix D).

Donors may establish a new endowed fund through a multi-year pledge, not to exceed five years or a term otherwise approved by the Gift Acceptance Committee.

Because gifts to the capital and/or endowment needs of the School do not impact the annual operating budget of the School, donors **will not receive** participation credit for The Westminster Fund as a result of these gifts.

Endowments may be created at the following gift levels:

- Minimum gift of \$50,000: named, unrestricted endowment

- Minimum gift of \$100,000: named, restricted endowment to support identified school priorities, including, but not limited to:
 - Need-based Financial Aid Endowments
 - Full Scholarship: \$500,000 (\$20,000 awarded annually)
 - Major Scholarship: \$250,000 (\$10,000 awarded annually)
 - Partial Scholarship: \$100,000 (\$4,000 awarded annually)
 - Curriculum Development
 - Faculty Support and Professional Development

50th Reunion Giving

If a class celebrating its 50th Reunion chooses to establish an endowed fund, pledges (payable over five years) and planned gifts will be considered in the reunion class' efforts to reach a fundraising goal to establish a new endowed fund. However, deferred gifts will not count towards the minimum needed to establish an endowed fund. A 50th Reunion fund will remain undesignated until the final fundraising goal is reached, inclusive of pledges and irrevocable planned gifts.

Student Awards

Donors may choose to establish endowed funds to support student merit awards to be presented annually at the Middle School Celebration, Upper School Honors Day, or Senior Honors Night. Westminster welcomes opportunities to recognize the extraordinary achievements, outstanding character, and dedicated leadership of students. Guidelines for establishing a student award are as follows:

1. Student awards result from an endowment gift of \$100,000 from one donor. The gift creates a permanent endowment and a named student award. Gifts can be pledged and paid over a five year period. This ensures that the award is given annually and in perpetuity and has an impact that is meaningful to the donor, recipient, and the School.
2. An endowment fund supporting a student award is not a funding opportunity for members of the Westminster community beyond the fund's initial investor.

3. The Gift Acceptance Committee will discuss all donor interests related to endowed awards to ensure consistency, to appropriately recognize honorees (if applicable), and to follow the values and priorities of the School. The Head of School from the division the award will impact will also be included in the discussion of gift acceptance.
4. Basic award criteria, such as grade level and qualities of the student recipient, may be suggested by the donor. Final criteria and the award process will be determined by the appropriate Head of School in partnership with the department or program related to the award and outlined in the Endowed Fund Agreement. A student's financial aid status is not considered or disclosed in the award selection process.
5. A donor's child or grandchild is not a candidate for the award created through his/her generosity.
6. The award will be officially named once one-half of the overall gift has been received (i.e. at least \$50,000). Typically, awards are given once they are named. Exceptions can be made when the donor is willing to provide a cash gift for the award stipend while the endowment's corpus is growing – a gift for the difference between the award amount and the authorized spending on the cash received by the end of the School's fundraising year (June 30).
7. The student award recipient will receive a stipend equal to 50 percent of the authorized spending level of the endowment fund for that fundraising year, not to exceed \$2,500. The stipend should be used within two years for a student experience related to the award's priority or criteria. The remainder of the authorized spending level of the endowment fund for each fundraising year will go to support the operating budget of a department/program meaningful to the donor. **Westminster no longer accepts gifts to establish student awards for tuition stipends.**

Faculty Awards

Donors have the opportunity to establish endowed support for faculty in consultation with OIA. OIA will work with donors to determine the appropriate criteria in establishing the award. Final award criteria and process will be determined by the Dean of Faculty.

Georgia Private School Tax Credit Program

Members of the Westminster community who have Georgia state tax liability may participate in the Georgia Private School Tax Credit Program and redirect a portion of their tax liability in support of the School's financial aid program. These redirected tax dollars are used to support students coming to Westminster from a Georgia public school or who are entering Pre-First or First Grade. Westminster's Student Scholarship Organization (SSO) partner is Georgia GOAL

Scholarship Program, Inc. (GOAL); friends of Westminster participate in this program by redirecting income tax payments to GOAL. There are limited tax credits available each year. Community members who are interested in participating should complete their credit application by December 15 of the year prior to ensure that it will be submitted to the Department of Revenue by the first business day of the application's tax year.

Please note that the Georgia Private School Tax Credit Program provides an opportunity for participants to redirect tax liability already owed to the State of Georgia to a restricted priority (financial aid) at a favorite independent school. Participation in the program, therefore, is not related to participation in the annual Westminster Fund.

Gift Recording, Valuation, and Acknowledgment

- The standards of accounting and reporting established by the Council for Advancement and Support of Education (CASE), the Partnership for Philanthropic Planning (PPP), and the Financial Accounting Standards Board (FASB) shall govern the management and reporting of gifts to the School.
- All gifts will be recorded in compliance with IRS regulations.
- Whenever the School launches a comprehensive fundraising campaign, OIA shall be responsible for implementing all campaign-specific policies and procedures for campaign gift accounting and reporting that shall be recommended by the Campaign Planning Committee and approved by the Board of Trustees. These policies and procedures may differ from the Policies. During the timeframe of a comprehensive fundraising campaign, the Policies may be amended to conform to CASE Reporting Standards and Management Guidelines and the Partnership for Philanthropic Planning. In the event the Policies are in conflict, campaign accounting guidelines will dictate which standard is adopted.
- Currently, planned gifts are recorded, valued, and credited in accordance to guidelines adopted by Westminster's Board of Trustees in January 2010 (Appendix E) and the Partnership for Philanthropic Planning's valuation standards.
- In the event that a donor makes a change to his or her estate plan to increase a specific percentage or amount of his or her estate to Westminster upon their death, the School may count the difference as a new planned gift. An increase cannot be recorded if the designated amount is not changed and only based on an estimated value of their current

estate value. A planned gift that had not been previously valued may be added as a new gift in the amount that the current documentation indicates.

- The counting period for all outright gifts, planned gifts, bequests, pledge payments received, and all outstanding pledges made shall commence on July 1 and conclude on June 30.
- All cash gifts and pledges to Westminster will receive timely written acknowledgment from OIA. The acknowledgment will provide the donor with thanks and the date, purpose, and amount of the gift. Restricted, capital, and endowment gifts and pledges receive an acknowledgment letter stipulating any restrictions associated with the gift.
- For gifts received from family foundations, the School will recognize the family member(s) responsible for suggesting the gift rather than, or in addition to, the foundation. The School may consult with family members on the proper recognition for such gifts.
- Gifts made through a donor-advised fund (DAF) are a gift from an organization, not an individual. However, the donor who made the original gift to the DAF (and the donor's spouse or partner, if applicable) will receive soft credit for the amount the DAF contributed to the School, resulting in donor recognition and stewardship where appropriate.

Donor Recognition and Stewardship

Westminster is deeply grateful for the generosity shown by its supporters. All gifts are acknowledged and recognized in a manner set forth in these guidelines.

- The School will honor the requests of donors who wish to remain anonymous.
- Westminster publishes an annual philanthropic report highlighting stories of giving in our donor community. A list of the Pressly Leadership Society is included in this piece.
- Donors who make a minimum \$1,951 cash gift or pledge payment to The Westminster Fund in any given fundraising year qualify for the 1951 Circle. These donors are invited to the annual 1951 Circle Event. Donors who make a multi-year pledge, but not a payment at the \$1,951 level, will not qualify for the 1951 Circle.

- Alumni donors who have graduated within the last 15 years of the date of his/her gift to The Westminster Fund will qualify for the Young Alumni Pressly Society at the following levels:
 - Graduated within one to ten years: \$250 or more
 - Graduated within ten to fifteen years: \$750 or more
- Donors who make a minimum \$5,000 cash gift or pledge payment of any kind in any given fundraising year qualify for the Pressly Leadership Society. These donors are invited to the annual Pressly Society Recognition Dinner.
- Supporters who include Westminster in their estate planning are recognized with inclusion in The Cornerstone Society. In order to qualify for The Cornerstone Society, donors must provide the School with documentation of the planned gift.
- Donors who have given \$1,000,000 or more cumulatively to the School are recognized as members of The Columns Society, Westminster's lifetime giving society.
- Donors who make endowment gifts of \$25,000 and above will receive annual financial reports from OIA that detail the fund's performance, the amount of Board authorized spending, and how that income was used to support the School's priorities.
- For the purpose of recognition and stewardship, corporate matching gifts will be considered when the matching gift paperwork is received by the OIA and credited to the donor responsible for securing the matching gift during the fundraising year they are received (July 1 – June 30).

Named Spaces

1. **Named facilities.**

Named recognition for physical spaces on campus may be offered from time to time by the School. The minimum gift level varies with the facility or space being named and will be determined on a case-by-case basis by OIA in partnership with the President. The factors shall include but are not limited to: the value of the facility or space to the School; the marketability of the facility or the space to prospective donors; actual costs to build, renovate and/or operate the facility or space; the uniqueness of the naming opportunity; and the useful life of the facility or space.

Naming opportunities may include: (1) new facilities that are to be constructed or acquired; (2) existing facilities that are undergoing renovations; or (3) existing facilities not undergoing renovations. Such spaces include classrooms, laboratories, halls, wings, arenas, residences, libraries, offices, athletic facilities/fields, buildings, courtyards and other substantial indoor and outdoor physical spaces as identified by the Advancement Committee.

Generally, the gift will be used to support construction, renovation or operating expenses of the facility or space, or, if the facility or space is neither under construction nor renovation, the gift will support the funding priorities of the School identified by the administration and Board of Trustees.

2. Name Approval.

Donors wishing to name new, renovated, or existing facilities may propose the name to the School, and such names must be approved by the Gift Acceptance Committee. Spaces may not be named for individuals employed by the School until that time when the individual retires. Before a dedication for a named space can occur, a donor must have paid at least 50 percent of his or her pledge, which is payable over five years from the date of the pledge. All donors must submit a proposed name to the School for approval within one year of the date of the donor's original commitment. If the donor fails to do so, the School may offer the naming rights to the particular space to other donors, and is under no obligation to return any portion of the gift received at that time to the donor.

3. Status of Contribution at the Time of Naming.

When a space is to be named in consideration of a financial contribution, the gift shall have been received by the School, or its future receipt shall be assured through the appropriate signed gift agreement, before a naming action shall be taken, as follows:

- a. Pledges are payable over five years from the date of the gift; 50 percent of the donor's pledge must be paid before any naming action may be taken.
- b. If a donor does not fulfill his or her pledge within the agreed-upon period, the School may remove or change the name of the facility in question upon notification to the donor.
- c. If the pledged donation is to name new construction, renovation, or other projects with cash-flow considerations, the timing of pledge payments should be such that sufficient current dollars are available to cover project costs.
- d. Irrevocable planned gifts may generate current naming of facilities if current cash flow considerations are not an issue for the requesting facility. Irrevocable planned gifts will be credited as indicated in the School's planned giving policies with particular emphasis being given to the predictability of the long-term value of the irrevocable planned gift.

- e. Combinations of planned gifts and cash must be reviewed and approved by the Gift Acceptance Committee, and requests for such combined gifts must be explained fully to the Gift Acceptance Committee and a case made for the appropriateness of the naming given the specifics of the particular gift.

4. Duration and Modification of Namings.

Subject to the other provisions in School's Gift Policies and Guidelines, facilities and spaces shall be named for a time period not to exceed the useful life of the facility or space, the replacement of the facility or space, a change in the designated use or activity of the facility or space, and/or substantial renovation of the facility or space. Upon demolition, replacement, substantial renovation, re-designation of purpose, or similar modification of a named facility or space, the School may deem that the naming period has concluded.

OIA will make all reasonable efforts to inform in advance the original donor(s) or honoree(s) or their surviving family members when the naming period is deemed to have concluded.

The School may, but is not required to, provide for the appropriate perpetuation of the previous name. Perpetuation of the original name in an equivalent naming is not required. Appropriate perpetuation of previous names may include, for instance, a plaque in or adjacent to new and renovated facilities.

When the donor's or honoree's naming period has concluded, the facility or space may be renamed, with the original name removed, in recognition of new gifts, subject to any specific terms and conditions set forth in the original naming agreement.

If a donor or honoree requests a change to the name of a facility or space, the Gift Acceptance Committee will consider the request. If approved, all replacement signage and other related costs shall be at the responsibility of the donor or honoree.

The School reserves the right to change or remove any name from a facility or space should the donor not fulfill the related pledge, or should the name come into disrepute at the School or in the general community. The School's President, in consultation with the Gift Acceptance and Advancement Committees if necessary, is responsible for making name removal decisions based on individual gift and naming circumstances.