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| **Trinty roselle foundation**  **GIFT ACCEPTANCE POLICY** MAY, 2013 |
| Page  Policy Statement 2  Undesignated Gifts 2  Designated Gifts 2  School Endowment Fund 3  Church Endowment Fund 4 |
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This Gift Acceptance Policy gives direction to the Foundation's receipt of gifts that will keep our Foundation a servant to both the donors and gifts. It sets for a consistent and working framework for gifts of cash or non-cash property for annual, capital or endowed purposes. These policies should follow a pattern that will help fund, protect and project the mission of the Foundation and its ministries currently and in the future.

The Foundation will comply with all federal, state and municipal laws. The Foundation Board will ensure accurate use of designated gifts, optimal management of all funds, and truthful reporting. An annual audit will be performed by a certified auditing firm approved by the Foundation Board.  
  
It is essential for the planned giving program of the Foundation to implement a low-key, informational approach, which creates an active interest on the part of members who respond.

All donors will receive personalized receipt and acknowledgement within 10 business days of receipt of the gift.

# Gifts the Trinity Roselle Foundation can receive include but are not limited to:

# Cash

# Stocks and Bonds (Securities)

# Life Insurance Annuities

# Qualified and Non-Qualified Retirement Plans

# Items of Property

# Real Estate

# Bequests from trusts and Wills

# Donor Advised Funds

# Charitable Remainder Trusts

# Charitable Lead Trusts

# Endowments – School and Church

1. **Undesignated gifts**:

Any gifts received without designation from the donor will be directed as follows:

1. 20% to the Foundation for Board designation
2. 40% to the Church Endowment Fund.
3. 40% to be evenly distributed between the Ken Black Tuition Reduction Fund and the School Endowment Fund.
   1. **Donor Designated or Restricted gifts**:

The Foundation will individually consider each donors intended designation relative to its practicality and current needs of the Foundation. As needed, a Foundation representative will meet the donor to discuss applicability and alternative designations as appropriate.

* 1. **School Endowment** **Funds**
     1. **Ken Black Tuition Reduction Fund**

1. The purpose of this board-designated endowment fund is to reduce the net tuition charged to all Trinity School students. The grant for all students is to be applied to the net charge after congregation ownership and member student deductions have been applied.
2. Donations to this fund should be made payable to the Trinity Roselle Foundation with a notation directing it for “Tuition Reduction” or for the “Ken Black Fund”.
3. Personalized receipt and acknowledgement will be delivered to each donor and will include a note from the school principal.
4. A minimum of 5% of the fund’s balance as of May 30th of each school year will be evenly allocated to the entire K-8 student body enrolled for the coming year. The distribution amount will be itemized on each student’s invoice as a “CREDIT” to the net tuition “Provided by the Trinity Roselle Foundation Ken Black Tuition Reduction Fund.”
5. At the Foundation Board’s discretion, an amount greater than the minimum 5% of the principle balance may be allocated.
6. Investment of these endowment funds will be in accordance with the investment guidelines for the Foundation.
   * 1. **School Endowment Fund**
7. The purpose of this board-designated endowment fund is to reduce the cost of school tuition through student aid and scholarships at the discretion of the Principal and receiving all undesignated gifts for the “School Endowment”.
8. Donations to this fund should be made payable to the Trinity Roselle Foundation with a notation directing it for “School” or for the “School Endowment Fund”.
9. Personalized receipt and acknowledgement will be delivered to each donor and will include a note from the school principal.
10. A minimum of 5% of the fund’s balance as of May 30th of each school year will be available for request from the School Principal annually. The scholarship amount will be itemized on student aid and scholarship recipient’s invoice as a “CREDIT” to the net tuition “Provided by the Trinity Roselle Foundation School Endowment Fund.”
11. At the Foundation Board’s discretion, an amount greater than the minimum 5% of the principle balance may be allocated.
12. Investment of these endowment funds will be in accordance with the investment guidelines for the Foundation.
    1. **Church Endowment Fund.**
13. The purpose of the Church Endowment Fund is to provide for the future preservation and expansion of Trinity Lutheran Church and have funds available to assist in funding future operating costs.
14. Donations to this fund should be made payable to the Trinity Roselle Foundation with a notation directing it to the Church Endowment Fund.”
15. Personalized receipt and acknowledgement will be delivered to each donor and will include a note from the Foundation Board Chairman.
16. No funds will be expended for five (5) years. Beginning the sixth (6) year from the date the endowment fund is established, the board may distribute a minimum of 5% of the funds balance annually and will develop disbursement guidelines that meet Foundation Board approval and acceptance.
17. Investment of these endowment funds will be in accordance with the investment guidelines for the Foundation.
    1. A minimum initial investment of $25,000 and two-thirds (2/3) Foundation Board membership approval is required for endowment formation. The donor shall provide a statement of purpose, and disbursement guidelines for Foundation Board approval and acceptance.

**Approved TRF Board May 8, 2013**

**Approved Church Council July 24, 2013**