



NOTRE DAME HIGH SCHOOL, INC.

Member of the Middle States Association of Colleges and Secondary Schools

3417 Church Road, Easton, PA 18045

PH 610 868-1431 FX 610 868-6710 www.ndcrusaders.org

GIFT ACCEPTANCE POLICY

Notre Dame High School, Inc. (NDHS), a not-for-profit organization organized under the laws of the Commonwealth of Pennsylvania, encourages the solicitation and acceptance of gifts to or for the benefit of NDHS for purposes that will help NDHS to further and fulfill its mission.

The mission of Notre Dame High School: the administration, faculty, and staff, in partnership with the parents and community, are committed to enriching the spiritual, academic, cultural, social, and athletic development of each of our students. Through excellence in teaching and behavior that models Christ-centered values, our school provides students with a caring environment that cultivates personal growth and nurtures compassion for others, respect for life, self-sacrifice, good citizenship, and the power of faith.

This gift acceptance policy is designed to provide guidance and to support the mission of Notre Dame High School and its affiliated entities, assure accountability to donors, promote development efforts, and protect the integrity and reputation of NDHS in regard to acceptance of gifts.

Notre Dame High School will not accept any gift unless it can be used or expended consistently with its purpose and mission. This includes, but is not limited to, plaques (memorial or recognition), artwork, artifacts for display only, or any item that needs regular maintenance or monitoring by the school.

In addition, no irrevocable gift, whether outright or life-income in character, will be accepted if under any reasonable set of circumstances the gift would jeopardize the donor's financial security. Notre Dame High School will refrain from providing advice about the tax or other treatment of gifts and will encourage donors to seek guidance from their own professional advisors to assist them in the process of making charitable gift plans.

Considering the complexity of some gifts, it is understood that (except where otherwise stated) discernment and consideration may incorporate some flexibility. Notre Dame reserves the right to determine a gift's acceptability after careful consideration as outlined in this policy, so final acceptance of any contribution, gift or grant is at the discretion of NDHS. If a gift should be refused based on the guidelines in this policy, the Principal or designee will notify the prospective donor.

The Notre Dame High School Board of Directors must approve any revisions to the Gift Acceptance Policy. Also, the Principal will consult with the Diocese of Allentown Secretary of

Administration, Executive Director of Stewardship and Development, and with other consultants as needed.

Restrictions on Gifts

NDHS will accept unrestricted gifts, and gifts for specified programs and purposes, provided that such gifts are consistent with its stated mission, purposes, and priorities.

NDHS will not accept gifts that are too restrictive in purpose. Gifts for purposes that are not consistent with the NDHS mission or consonant with its current or anticipated future programs cannot be accepted. Examples of gifts that are too restrictive are those that violate the terms of the corporate charter, gifts that are too difficult to administer, or gifts that are for purposes outside the mission of NDHS.

All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by Notre Dame High School, Inc.

Gifts Generally Accepted Without Review

- Cash gifts are acceptable in any form, including check, money order or credit card.
- Marketable Securities. As a general rule, marketable securities will be sold immediately upon receipt.
- Bequests and Beneficiary Designations. Donors are encouraged to make bequests to Notre Dame High School, Inc. under their wills, and to name Notre Dame High School, Inc. as the beneficiary under trusts, life insurance policies, commercial annuities, and retirement plans.

Gifts Accepted Subject to Prior Review

Certain forms of gifts or donated properties may be subject to review prior to acceptance. Review and recommendation from the Principal, who may consult with the Diocese of Allentown Secretary of Administration, Executive Director of Stewardship and Development, and others as needed, will be presented to the NDHS Gift Review Committee or Board of Directors for approval. Examples of gifts subject to prior review include, but are not limited to:

- ***Charitable Lead Trusts.*** Notre Dame High School, Inc. will accept designation as an income beneficiary of charitable lead trusts.
- ***Charitable Gift Annuities (CGA's).*** Notre Dame High School, Inc. will accept designation as an income beneficiary of Charitable Gift Annuities and will follow CGA guidelines of the Diocese of Allentown, which accepts and administers Charitable Gift Annuities for the benefit of Notre Dame High School, Inc. or its designated entities.
- ***Charitable Remainder Trusts.*** Notre Dame High School, Inc. will accept designation as a remainder beneficiary of charitable remainder trusts.
- ***Closely Held Securities.*** Gift acceptance of closely held securities must be reviewed on a case-by-case basis with a knowledgeable tax attorney and approved by the Principal, the Diocese of Allentown Secretary of Administration, and the Executive Director of Stewardship and Development
- ***Life Insurance.*** Notre Dame High School, Inc. will accept gifts of life insurance where NDHS is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.

- ***Real Estate and Personal Property.*** Each potential gift of property will be reviewed on a case by case basis with a knowledgeable real estate attorney and/or other expertise with consideration given to an expeditious liquidation.
- ***Stock/Marketable Securities.*** Stock will be liquidated immediately upon receipt. Proceeds from the sale of the stock are considered unrestricted, contributed income unless the donor has imposed a restriction as a condition of the gift in which case procedures for accounting for restricted contributions will be followed.

Use of Legal Counsel

Notre Dame High School, Inc. shall seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- Closely held stock transfers subject to restrictions or buy-sell agreements.
- Documents naming Notre Dame High School, Inc. as Trustee.
- Gifts involving contracts, such as bargain sales or other documents requiring Notre Dame High School, Inc. to assume an obligation.
- Transactions with potential conflict of interest that may involve IRS sanctions.
- Other instances in which use of counsel is deemed appropriate by the Notre Dame High School, Inc. gift acceptance committee.

Gift Expenses

In general, expenses associated with making a charitable gift (i.e. the cost of an appraisal, legal and accounting expenses, the cost of a phase-one environment report, realty transfer taxes, and the like) shall be paid for by the donor or donor's estate.

Confidentiality

Requests for anonymity in annual donor reports and listings shall be honored. Requests for donor information from third parties will be honored or allowed only if the donor or donor's authorized agent grants permission, in writing, prior to the release of such information by Notre Dame High School, Inc.

Donor questions and inquiries should be directed to the Notre Dame High School, Development Office at 610-868-1431 or alumni@ndcrusaders.org