



**COLE VALLEY**  
CHRISTIAN SCHOOLS

Cole Valley Christian Schools (CVCS)

Gift Acceptance Policy

July 28, 2021

***CVCS Mission Statement: Partnering with Christian families to shepherd and challenge our students toward their individual potential to impact the world for Christ.***

Gifts offered to, and received by, Cole Valley Christian Schools are essential to the accomplishment of our mission. CVCS would not be the institution it is today without the generous gifts given in the past, and we cannot continue to thrive without generous gifting support in our future. This Gift Acceptance Policy is intended to assist Cole Valley Christian Schools and potential donors in understanding the appropriateness of a gift to CVCS and the nature of the receipt provided to the donor.

Cole Valley Christian Schools welcomes gifts that will further the mission and philosophy of our school and are within the scope and capacity for CVCS to administer. Cole Valley Christian Schools may decline to accept any gift that is inconsistent with our mission and philosophy, might create or cause adverse publicity, is too restrictive or encumbered by unacceptable conditions, terms, possible or potential legal liability.

### **Unrestricted and Restricted Gifts**

Gifts that are the most helpful are those with the fewest restrictions, allowing Cole Valley Christian Schools to provide for the most pressing needs and issues as they arise with the school. Unrestricted gifts and those gifts that are designated for existing funds, programs, or fundraising campaigns will be gratefully accepted and acknowledged unless the donor requests anonymity.

Cole Valley Christian Schools also recognizes that donors may wish to restrict the use of a specific gift for a unique purpose that is not part of an existing fund or fundraising campaign.

The School Superintendent and the Director of Development will review all proposed restricted gifts under \$50,000 to determine whether a gift fits the criteria for acceptance. In the event the Superintendent and Director of Development deem that the proposed gift restrictions are too complicated or inconsistent with Cole Valley Christian Schools' mission and values, or

present a potential liability or risk, CVCS may decline the gift or refer the request to the Gift Acceptance Committee for further review.

The Gift Acceptance Committee is made up by the Superintendent of Cole Valley Christian Schools, the Director of Development, the Chief Financial Officer, the Advancement Director, and School Board President. This team will be responsible for evaluating and determining the disposition of the following: A) all proposed restricted gifts of \$50,000 or more; B) all proposed named gifts including named funds and donor recognition opportunities for physical spaces; and C) any gift that does not fall within the guidelines set out within the Gift Acceptance Policy elsewhere.

### **Naming Opportunities**

Cole Valley Christian Schools recognizes that a named gift is a meaningful way to honor individuals who have been an inspiration or blessing to the donor or may have made a significant contribution to CVCS. No funds or physical spaces may be named after an active employee of CVCS; however, a fund may be created to honor an individual in anticipation of his or her retirement from Cole Valley Christian Schools.

All naming opportunities must be approved by the Gift Acceptance Committee prior to the acceptance of that named gift. Creating and maintaining an environment in which the families and members of the Cole Valley Christian Schools community feel comfortable, encouraged and respected is a primary consideration for acceptance of a named gift.

### *Endowment*

The minimum threshold for a named fund is \$100,000. This threshold may be reached through one establishing gift, or a series of cumulative gifts (for example: members of a family, or an alumni class).

A named fund may be established in the unrestricted endowment, or in funds already existing for financial assistance, faculty and staff salaries, and professional development. Named funds may be established for other purposes consistent with the guidelines for restricted gifts.

### *Buildings, Rooms, Spaces, and Programs*

The minimum gift for naming physical spaces or programs depends on the space and is determined by the Superintendent of Schools and the Director of Development and is subject to the approval of the Gift Acceptance Committee and the full School Board of Cole Valley Christian Schools. Wording and placement of the name must be mutually agreeable to the Gift Acceptance Committee and the donor.

As part of a capital campaign the Gift Acceptance Committee may designate in advance specific physical spaces for naming opportunities and establish the minimum gift for each space. The availability of naming opportunities will be included in the campaign materials.

Other donor recognition opportunities such as plaques or lists embedded in artwork may also be established by the Gift Acceptance Committee.

### **Gifts in Memory or in Recognition**

A gift in memory of a beloved and respected individual in an appropriate way to recognize the accomplishments of the deceased. Cole Valley Christian Schools will accept gifts of any size, either unrestricted or designated to existing funds, programs, or current fundraising campaigns, in recognition of an individual or group – subject to the restrictions outlined above.

### **Gifts from prospective parents**

Cole Valley Christian Schools will not accept a gift from donors affiliated with a prospective student during the admissions process until a final decision on admission to the school has been made. This prohibition does NOT apply to parents who are already affiliated with CVCS such as alumni, parents or grandparents of a current or former Cole Valley Christian student.

### **Forms of gifts**

#### *Gifts of Cash*

Cole Valley Christian Schools will accept a gift of cash in the form of currency, coin, checks, money orders, bank drafts or wire transfers. The gift will be acknowledged for the full amount on the date of the postmark, if mailed, or the date of the receipt if hand-delivered or wired.

#### *Gifts of Securities*

Cole Valley Christian Schools will accept marketable securities in any amount. It is the policy of the school to sell marketable securities upon receipt. Exceptions to this rule may be (1) gifts from donors (for example significant stockholders, officers and directors) for whom there may be security law restrictions on prompt sales, and (2) the marketability of the stock given. The School will give the donor credit for the mean trading price of the security as of the date of receipt. Gifts of marketable securities will be acknowledged by the name of the issuer, the number of shares received and the date the school receives the shares. Determination of the charitable deduction value of the gift is the donor's responsibility.

#### *Gifts of Real Estate*

Cole Valley Christian Schools may accept an outright gift of real estate or a remainder gift in real estate provided that the value is significantly in excess of any mortgage and that it is established that the real estate is immediately salable – unless the property is to be used by the School – and that the interim ownership of the property by the School will not create the risk of imposing liability under federal or state environmental, housing, or other relevant law. Gifts of

Real Estate are subject to review by the Gift Acceptance Committee. No gift of real estate that would jeopardize the School's tax-exempt status or impose an undue burden of any kind will be accepted. All property should be free and clear of any legal, environmental or marketability problems unless the property is to be used by the School. The cost of any reviews, appraisals, inspections, or audits required to establish the acceptability of the property will generally be an expense of the donor.

Before considering whether to accept a gift of real property, Cole Valley Christian Schools will have a professional with real estate experience make a site visit to obtain a current market value appraisal, conduct an initial environmental review, and note any potential problems to the properties immediate salability unless it is determined that the property is to be used by the School.

After determination that the gift of real estate is acceptable, Cole Valley Christian Schools will undertake the immediate sale of the property in most cases and the donor will receive a credit for the cash realized from the sale. Cole Valley Christian Schools will receipt the gift in accordance with IRS requirements to describe the property given and the date the property was received. The receipt will not value the property given. The charitable deduction valuation is the responsibility of the donor. An independent appraisal of the fair market value of the property by a qualified professional is required by the IRS within 60 days of the donation. This appraisal is an expense of the donor.

#### *Gifts of Tangible Property*

Cole Valley Christian Schools may accept outright gifts of tangible personal property, such as art, antiques, furniture and automobiles if the property is useful to the educational or athletic programs or it is readily salable. Any appraisal of fair market value of the property will be at the expense of the donor. Cole Valley Christian will receipt the gift in accordance with IRS requirements to describe the property given and the date the property was received. The receipt will not value the gift property. The charitable deduction valuation is the responsibility of the donor.

#### *Gifts of Life Insurance*

Cole Valley Christian Schools may accept gifts of life insurance, either when a donor contributes an existing policy or when the donor pays for a new policy provided that the school is both the owner and beneficiary of the policy. The expectation is that the donor will keep the policy in force through payment of the scheduled premiums and CVCS will give the donor credit for cash value and for the post-gift premium payments and will give the testator credit for additional cash received upon his or her death. Cole Valley Christian Schools may also accept the gift of a life insurance policy when designated as a beneficiary but not the owner. In that case, the donor will not be able to deduct the premium payments as a charitable contribution.

### *Gifts of Remainder Interests*

Cole Valley Christian Schools may accept a gift of a remainder, whether transferred by lifetime gift or bequest, and without regard to the age of the donor or testator provided that the school has no management responsibility for the period prior to taking possession of the remainder. CVCS will give the donor or testator credit for the cash value of the remainder in the year in which the income interest terminates and CVCS receives the principal.

### *Gifts of Income Interests or Lead Trusts*

Cole Valley Christian Schools may accept a gift of an income interest provided that the school has no management responsibility. CVCS will give the donor or testator credit for the income received in each year of the receipt.

### *Bequests*

Cole Valley Christian Schools will accept bequests following within the guidelines of the gift acceptance guidelines. Other bequests may be accepted at the discretion of the Gift Acceptance Committee. CVCS will provide the executor of the testator's estate with a written receipt for the bequest.

### **GUIDELINES: Tax and Legal Advice**

All donors are responsible for obtaining their own tax and legal advice. Cole Valley Christian Schools are responsible for providing the donor with appropriate receipts.

### **Policy Changes:**

A formal Board action must be taken in order to make any change to this policy.

### **Definitions:**

Unrestricted gifts: Unrestricted gifts may be used when and where the school determines.

Restricted gifts: The purpose of a restricted gift is designated by the donor. Restricted gifts are segregated for accounting purposes and may be used only for the designated purpose.

