

Gift Fee Policy

I. Purpose of the Policy

The Gift Fee is assessed to provide for the Kearney Catholic High School Foundation's (the "Foundation") administrative costs associated with the solicitation and management of its resources.

II. Definitions

- **Annual Fund:** A fund established to receive and invest gifts made by donors as part of the Foundation's annual fundraising campaign (the "Annual Star Fund").
- **Endowment Fund:** A fund established to receive and invest gifts made by donors with a portion of the earnings used for restricted or unrestricted purposes. An endowed fund protects the gift in perpetuity by responsibly investing the principal (corpus) and distributing an annual payout realized from a portion of the investment income, allowing the fund's real value to increase over time.
- **Capital Campaign:** A fund established to receive and invest gifts made by donors related to a fundraising effort for a specific period and/or for a limited amount of time.
- **Gift:** A charitable and irrevocable transfer of money or property given voluntarily, often associated with memorials or the creation or continuance of a scholarship set up for Kearney Catholic High School students. Gifts may be recognized through promotional visibility for the donor. Gifts may be designated for specific purposes and the donor may require reporting on the use of gifted funds, but they may not require returns (e.g. financial returns or real or intellectual property).
- **Gift-in-kind:** A charitable and irrevocable transfer of tangible property given voluntarily. These transfers are motivated by something other than consideration or expectation of financial return or contractual obligation.
- **Grant:** A grant is essentially synonymous with a gift except that grants come from a charitable foundation or corporation.
- **Operations Fund:** A fund established to receive and expend gifts intended by the donor to be used for current purposes or programs, including the day-to-day operations of the Foundation; a fund that is not an endowment.
- **Pledge:** A promise of a gift made legally binding through a signed agreement.
- **Program Income:** Funds appropriately received by the Foundation to further a program of the Foundation, which are not philanthropic, including, but not limited to ticket sales, membership, royalty payments, sales of tangible property, and sponsorships.

III. Policy Statement

The rate utilized to calculate the Gift Fee will be reviewed and approved on an annual basis by the Foundation's Board of Directors as part of the Foundation's operational

budget. If not addressed as part of the annual budget, the Gift Fee will remain the same as the prior year.

An Administrative Fee is assessed on all cash or cash equivalents upon receipt by the Foundation, including the following:

1. The value of goods and services provided in a quid pro quo transaction, such as meals, golf tournaments, among others;
2. Endowment funds;
3. Program income; and
4. Gift agreements, including documented pledges and planned gifts, as the installments are received by the Foundation based on this policy.

Gifts-in-kind of tangible property are not subject to the fee.

Assessment of a Gift Fee does not affect the tax-deductible amount of a donor’s gift to the Foundation. Donors will receive a gift receipt, as required by the Internal Revenue Service, for the full amount of their gift.

If a donor wishes to ensure that the benefiting program receives a specific amount from their gift, they can provide a gift calculated as the amount intended for the gift plus the Gift Fee (calculated based on the intended amount of the gift).

IV. Gift Fee

Donation Type	Fee Type	Fee Amount
Annual Fund	Strategic Plan Implementation / Administrative	5.0%
Endowment Fund	Administrative	1.0%
Capital Campaign	Administrative	0.5%
Gift	Administrative	1.0%
Gift-in-kind	n/a	n/a
Grant	Administrative	1.0%
Pledge	Administrative	1.0%
Program Income	Administrative	1.0%

V. Disclosure Language

1. Required general disclosure for gift documents, pledge letters, fund terms, gift letters, stewardship reports, tax receipts, and donor publications: “It is the policy of Kearney Catholic High School Foundation that a modest portion of gifts and other income may be used to defray the costs of raising and administering funds.”
2. Required specific disclosures for all proposals, all solicitations (written or oral),

and the Foundation's website: "It is the policy of Kearney Catholic High School Foundation that a modest portion of gifts and other income may be used to defray the costs of raising and administering funds. Please see the Foundation's Gift Policy for more details."

3. The policy will be posted on the Foundation's website.

VI. Effective Date

The effective date of this policy is January 1, 2024.