

Pacific Crest Youth Arts organization

Gift Acknowledgement Policy

Board of Directors

Adopted: January 13, 2013: Revised: N/A

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I. INTRODUCTION

Pacific Crest Youth Arts Organization (PCYAO) is a non-profit corporation organized under the laws of the State of California. PCYAO encourages the solicitation and acceptance of gifts for purposes that help the organization further and fulfill its mission.

The goal of this Gift Acknowledgement Policy is to uniformly treat donors and their gifts with full disclosure and provide guidelines for the acknowledgement of gifts. The provisions of this policy apply to all gifts received by PCYAO for any of its programs or services.

II. GENERAL GIFT ACKNOWLEDGEMENT

Each donor who makes a gift of \$10 or more is furnished a gift acknowledgement letter as soon as possible after the receipt of a gift but no later than 10 days after Pacific Crest receives the gift. Overall responsibility for assuring compliance with the Internal Revenue Service (IRS) requirements and this policy's guidelines regarding gift acknowledgement and substantiation belongs to the Executive Director.

- A. Acknowledgement for all gifts over \$250 and gifts of \$75 or more for which a benefit was offered by PCYAO to the donor, whether or not the benefit was utilized by donor, includes proper language related to valuation of the donor's deduction permitted as stated in the current IRS regulations.
- B. Acknowledgement letters for gifts of all sizes and types are signed by the Executive Director. In the Executive Director's absence, the President of the Board may sign the letters.

III. INDIVIDUAL GIFTS UNDER \$1,000

All gifts of \$10 or more from individuals will be acknowledged with a pre-printed thank-you letter signed by the Executive Director. The letter includes a gift receipt on the bottom third of the page. Additional acknowledgement will be made as follows:

1. The Executive Director will write a personal note on the pre-printed thank-you letter for gifts of \$80 or more.
2. The Board President will send an additional thank-you letter to individual donors of gifts of \$500 or more.

IV. MAJOR GIFTS (\$1,000 OR MORE)

Pacific Crest classifies gifts of \$1,000 or more from individuals as Major Gifts, and acknowledges those gifts accordingly.

1. The Executive Director will call the donor within 10 days of receiving the gift, and will follow up the phone call with a personal letter acknowledging the gift. This letter will not be pre-printed, but rather a custom message sent via email or post.
3. The Board President will send an additional thank-you letter or make a personal phone call to Major Donors.

V. SUSTAINING LEADERS CIRCLE GIFTS

Donors who join the **Pacific Crest Sustaining Leaders Circle** can restructure their annual gift into a modest monthly contribution, deducted automatically from their checking account or charged automatically to a major credit card.

1. When a donor enrolls in the Sustaining Leaders Circle, the Executive Director will call the donor personally to thank them and confirm the details of their membership.
2. When a donor renews their membership in the Sustaining Leaders Circle, the Executive Director will send a personal thank you note via email.
3. Monthly gifts are recorded in the gift database, but a gift receipt is sent after the end of the fiscal year (December 31st). A pre-printed thank-you letter includes a listing of each of the monthly gifts and any goods or services the donor received in return for those gifts. A personal note from the Executive Director is included on the letter.

VI. EVENT UNDERWRITING

Event underwriting helps Pacific Crest offset the costs of producing events – program-related or fundraising.

Acknowledgements for corporate support will be limited to the companies' names, logos or slogans that are an established part of the supporters' identities, trade names, addresses and telephone numbers.

Recognition of major corporate support will be developed in cooperation with the corporate donors and will be consistent with the level of support and Pacific Crest's mission and purposes. Pacific Crest will seek to develop recognition opportunities that are appropriate and meaningful for both the supporting companies and Pacific Crest.

VII. CORPORATE PARTNERS

Corporate Partners are a group of companies that manufacture musical instrument and equipment endorsed by Pacific Crest. Their support is acknowledged as follows:

1. Listing on the Website Corporate Partnership page.
2. Decals (24" in length) applied to the sides of the equipment trailer and mobile kitchen. Pacific Crest will bear the costs of producing and applying these decals.
3. Corporate Sponsors that provide \$1,000 or more in product will receive a framed photo of Pacific Crest and a personal thank-you note from the Executive Director.

VIII. FOUNDATION AND GOVERNMENT GRANTS

Pacific Crest recognizes that foundation and government grants require a higher level of accountability and reporting than other types of gifts. Upon being notified of a grant award, the Executive Director will make a personal call to an authorized official from the foundation or government office. Overall responsibility for assuring compliance with the grant requirements belongs to the Executive Director.

IX. GIFTS IN KIND

Gifts in kind are services or items used by the organization or for special event raffles or auctions, or items that can be liquidated for the benefit of Pacific Crest programs.

All gifts in kind will be acknowledged with a pre-printed thank-you letter, including a personal note from the Executive Director. While Pacific Crest may value the gift for accounting purposes, the gift acknowledgement letter will not include the estimated or appraised value; rather, it will include a description of the gift or services received.

X. HONOR ROLL OF DONORS

All donors who make a gift within a fiscal year are listed in that year's Pacific Crest Honor Roll of Donors. The Honor Roll of Donors will be compiled as follows:

- A. Part 1: Individuals, organizations, corporations, and foundations, whose lifetime gifts total \$10,000 or more.
- B. Part 2: Donors listed alphabetically by Donor Level, e.g. Champions, Trendsetters, Angels, Director's Circle, Instructors Circle, Teal & Gold Club, Corps Club, Friends.
 - a. Sustaining Leaders Circle members are listed here as well as in Part 5.
 - b. Donors are given credit for matching contributions from their companies.
 - c. Donors who give via donor-designated funds, United Way, etc. are given full credit for the value of the gifts received by Pacific Crest.
- C. Part 3: Gifts in kind, excluding Corporate Partners
- D. Part 4: Corporate Partners
- E. Part 5: Sustaining Leaders (These donors are also listed in Part 2 under their level of giving.)
- F. Part 6: Matching Gifts (Companies who make matching gifts on behalf of their employees will be listed here. The employees will get full credit for the matching portion in Part 2.)