



Gift Acceptance Policies and Guidelines

San Diego French-American School (SDFAS) is a non-profit 501(c)(3) independent school whose mission is to *offer an exceptional bilingual education within a vibrant international community, preparing students to become confident, responsible and engaged global citizens.*

SDFAS welcomes expressions of interest and financial support, regardless of size or form, from any individual, family, business, corporation, foundation or similar source to fulfill and further its mission.

The Department of Development staff, Head of School and volunteers are available and pleased to meet with any prospective donor, without obligation, to discuss areas of interest, the plans of the school, types of gift commitments, options for payment, estate planning, or the tax planning consequences of a possible gift commitment to provide every possible assistance to a prospective donor. Although representatives of SDFAS will provide appropriate guidance, the ultimate responsibility regarding asset evaluations, tax deductibility, and/or similar federal, state and/or local legal compliance issues rest with the donor and with such counsel as the donor may wish to secure.

In order to protect the interests of San Diego French-American School and the persons and/or organizations who support its programs, activities and services, these policies are designed to ensure that all gifts for the use of SDFAS will provide maximum benefit to both the donor and the school and will support the mission and purpose of the school while adhering to high and ethical professional standards.

Should there be any questions or dispute in regards to a proposed gift, it will be reviewed by the Gift Acceptance Committee composed of the Head of School, the Director of Development, the Director of Finance and the trustee chairing the Development Committee. Decisions are by majority vote and are final.



I. General Provisions

A. Gifts must support SDFAS' mission and must conform to federal and state tax laws and regulations related to charitable giving.

B. Gifts will not be accepted if deemed harmful to SDFAS' general welfare or reputation or imposes an unreasonable administrative burden.

C. Donors must fulfill any gift commitment made to SDFAS by the end of its fiscal year on June 30th or in accordance with the commitment schedule.

D. Gifts to the school should be made in the name of SDFAS and will be taken, held and administered by the Finance Office. All gifts to the school should be directed to the Development Office where they will be accepted and acknowledged.

E. Gift must be given as an irrevocable transfer of money or property with no rights reserved by the Donor.

F. Requests by donors for anonymity will be honored and any discussion regarding a donor's gift is confidential.

G. Memorial or honorary gifts made as a tribute to an individual will be accepted.

H. Purchases of school-donated auction items with a net value of at least \$10,000 (e.g., parking spaces) sold during the annual Gala will be recognized as a gift to SDFAS.

II. Unrestricted and Restricted Gifts

A. Donors are encouraged to make unrestricted gifts that can be directed to budget support and/or the areas of greatest need. However, gifts made to approved restricted funds or projects are welcome and appreciated. Gifts to the school's Annual Fund will be solicited every year, regardless of other fundraising projects or initiatives such as a capital campaign or special major gift campaign.



B. Gifts designated to the endowment will be invested in accordance with the investment policy. Investment earnings, appreciation, or interest earned on gifts, even if accrued during a fundraising campaign period, will not be counted for gift recognition purposes nor used towards a Donor's outstanding pledge commitment.

III. Ways of Giving

SDFAS accepts:

- Cash in U.S. dollars and euros only, check, credit card, payroll deductions, and stock gifts;
- Third-party entity gifts;
- Real estate gifts;
- Tangible personal property gifts;
- Planned gifts, either revocable or irrevocable (e.g., bequests, retirement plans, insurance policies, charitable remainder trusts [CRTs], charitable lead trusts [CLTs], and charitable gift annuities);
- Cryptocurrency gifts; and
- In-kind gifts.

A. Stocks/Securities

- Stocks, bonds, or any other securities can be transferred to SDFAS as a gift.
- All contributions of securities are liquidated to cash immediately upon receipt.
- The value of a publicly traded stock gift is the average of the high and low value of the stock on the date the gift is received by SDFAS' brokerage firm.

B. Third-Party Entity Gift

- A third-party entity gift is a gift made by a private foundation or donor-advised fund.

C. Real Estate Gift

- A real estate gift is a gift of any commercial or residential property.
- The value of the gift is equal to the fair market value at the time of donation.
- SDFAS has sole discretion to keep or liquidate a real estate gift.



D. Tangible Personal Property Gift

- A tangible personal property gift is a gift of any physical, "touchable" asset such as an antique, artwork, gem, etc.
- Donors must provide and pay for a qualified independent appraisal of the gift, and provide documentation of title and ownership.

E. Planned Gifts

- A planned gift is a gift made during the lifetime or at the death of the Donor, as part of a Donor's overall financial and/or estate planning.
- Donors should notify the SDFAS Development Office of donors' intention to include SDFAS in donors' estate plan.

F. Cryptocurrency Gifts

- In the US, the IRS classifies cryptocurrencies as property, so cryptocurrency donations to 501(c)(3) charities receive similar treatment as other appreciated assets. Donating cryptocurrency is a non-taxable event, meaning the gift is not subject to capital gains tax on the appreciated amount.
- All contributions of cryptocurrency are converted to cash immediately upon acceptance and cannot be refunded for any reason.
- While we are happy to honor requests for anonymity, SDFAS requires that all donors identify themselves when making a charitable contribution.
- SDFAS will use a third-party platform. The link is provided by the development office.
- The value of a cryptocurrency donation is the USD conversion amount at the time of sale by SDFAS' cryptocurrency donation platform.

G. In-Kind Gifts

- An in-kind gift is a contribution of a good or service other than cash (e.g., hosted dinner party, athletic equipment, technology, supplies for a trip, etc.).
- Formal recognition of in-kind gifts will only be given if the gift has a fair market value of at least \$10,000 and has been solicited by the Office.
- When gifts-in-kind are given to the Foundation with the intent of the donor to receive a tax deduction, it is the responsibility of the donor, not SDFAS, to obtain a qualified



appraisal of the gift for tax purposes. It will be the Donor's responsibility to pay for the appraisal.

IV. Naming Opportunities

A. SDFAS provides naming opportunities for scholarships, professional development, designated programs, general support, and physical spaces.

B. Naming opportunities above, except for physical spaces, are created through an endowed fund.

C. Naming gifts generally start at \$100,000 for physical spaces, and for endowed funds that will honor the Donor in perpetuity.

D. Physical spaces will be named when fifty percent of the gift is received.

E. SDFAS reserves the right to select the recipient of a named endowed gift.

IV. Endowment Funds

A. An endowed fund is an invested gift where only the income earned on that gift may be spent for a specific purpose as determined by SDFAS.

B. Principal or corpus, proceeds, and allocation of any endowed fund will be managed by SDFAS.

C. Endowed funds for a scholarship, or professional development grant must have a fund balance of at least \$100,000 before the distinction is awarded.

D. SDFAS reserves the right to request an alternative role for an endowed fund that no longer meets the needs of SDFAS from a Donor.



V. Donor Recognition

A. Donors will be recognized for the total value of all gifts, including third-party entity gifts made on behalf of Donor, that have been received by SDFAS during the fiscal year in which the gifts were given.

B. Donors will be recognized for the full amount of all gifts and pledges made during a campaign period.