

DALLASTOWN AREA EDUCATIONAL FOUNDATION

TITLE: *GIFT RECOGNITION POLICY*
ADOPTION DATE: **September 8, 2003**
NUMBER OF PAGES: **1**

1. **BACKGROUND:** All gifts to the Dallastown Area Educational Foundation shall be acknowledged and recognized in a timely and appropriate manner.
2. **OBJECTIVES:** The goal of this policy is to set forth the guidelines to be followed for the timely recognition of gifts to the Dallastown Area Educational Foundation and the timeline for those events to take place.
3. **RESPONSIBILITY:**
 - **Executive Director:** The Executive Director of the Dallastown Area Educational Foundation will be responsible for overseeing both the entry of contributions into the Foundation database, as well as overseeing the generation of thank you letters and the listing of contributors to the Foundation in an annual report format.
4. **DETAILS:**
 - **General Rules:**
 - i. Following receipt of contributions to the Dallastown Area Educational Foundation, and/or approval of donations by the Gift Acceptance Committee, the Executive Director of the Foundation will see that contributions are entered into the database within 10 working days of receipt.
 - ii. As soon as the contribution is entered into the database, a thank you letter will be generated and sent to the donor.
 - iii. A listing of contributors will be annually reported. Until the educational Foundation produces an annual report of their own, the names will appear annually in a special recognition section of the News Digest.