

WITHOUT PREJUDICE



SCHOOL FRIENDS FOUNDATION GUIDELINES FOR ACCEPTING DONATIONS

From time to time, people will contact the foundation to offer to donate money to the foundation, or will have made arrangements to make donations to the foundation.

It is the foundation's preference that people give directly to the foundation.

More information about the foundation's can be found at www.schoolfriends.org.in. In those instances where people prefer to give money to the foundation directly, we have prepared these guidelines. To be clear, the foundation does not solicit donations, nor do we permit others to solicit for donations on behalf of the foundation. Our goal is not fundraising, as we have a stable source of funds provided by our endowment. In accepting donations, our purpose is simply to be responsive to people who wish to give money to the foundation directly, and to honor the intentions of these generous individuals.

General Guidelines:

- The foundation will accept donations from individuals only. We will not accept gifts from companies, corporate matching-gift programs, nonprofit organizations, foundations, donor advised funds, or government entities.
- We will accept only unrestricted gifts—that is, gifts that are not earmarked for specific purposes or that include conditions or contingencies.
- We will treat gifts as contributions to the foundation's general funds. We will not make a commitment to spend donations on specific projects or within a particular timeframe. We will not provide donors with reports regarding the use of donated funds.

WITHOUT PREJUDICE

- We will accept only cheque, demand draft or online payment. We will also accept gifts by credit card. We will not accept securities, real estate, personal property, or intellectual property. (We may make exceptions to this guideline for very large gifts of highly liquid, publicly traded securities that do not represent more than 1% of any particular company.)
- Contributions do not entitle donors to participate in foundation decision-making or give donors special access to the foundation's leaders or staff.

To Make A Donation:

Donors should consult their tax advisor before making a donation to the foundation. The foundation makes no representation regarding the deductibility of any donations made to the foundation.

- The foundation will send a letter of acknowledgment for any donations received, and such letter will also serve as documentation of the gift for tax purposes (if applicable).
- We can accept gifts made in a will, a revocable trust agreement, an irrevocable trust agreement, or any other manner if they meet the other guidelines explained in this document.
- There is no need to give the foundation advance notice of an individual's intention to make a gift to the foundation at death. We do not keep records of such notices, nor do we give public recognition to any individual who gives the foundation notice of his or her intention to make a gift.
- Contributions do not entitle the heirs, beneficiaries, or estates of donors to participate in foundation decision-making or give the heirs, beneficiaries, or estates special access to the foundation's leaders or staff.
- We will return to the distributing estate or trust (or to the custodian of any non-probate asset) any contribution that does not meet the guidelines described above or that the foundation chooses to decline for any other reason.