



Donor Recognition Policy

Alexandria Country Day School wants to recognize donors for their gifts to the School.

The following guidelines apply to all gifts:

- 1 All donors will be acknowledged in the School's Annual Report.
- 2 Annual Fund donor benefits must be approved each year by the Advancement Chair, Head of School, and Head of Advancement.
- 3 Unless approved prior to October of the current school year, restricted gifts are not part of the Country Day Fund (previously Annual Fund) and are not entitled to the donor benefits associated with the Country Day Fund.
- 4 Request by donors for anonymity will be honored. For reasons of stewardship and accuracy, the following individuals will be informed of the amount of all pledges, including those who request anonymity: Board Chair, Head of School, Advancement Chair, Advancement staff, and Business Office staff.
- 5 Interim Capital Projects—A list of named giving opportunities for interim capital projects will be developed for approval by the Advancement Committee each year. If the opportunity is over \$250,000, the Advancement Committee will make a motion to the Board of Trustees for approval.
- 6 All forms of permanent recognition will be based upon pledges paid.

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Date adopted: May 28, 2019

Date to be reviewed: September 1, 2022

Responsible: Development Committee