



## DONOR INFORMATION AND STEWARDSHIP POLICIES

### **Donor Information and Resources**

To provide donors with the most up-to-date information on giving, to reduce the Ohlone College Foundation's impact on the environment, and to avoid unnecessary expenditures such as printing costs, the Ohlone College Foundation has posted this information about donor resources online. The statements below will inform you of how your contact and donor information may be used, the governance of the Foundation, the application of administrative fees, and the management of endowed funds.

### **Tax Identification Number**

The Tax ID number for the Ohlone College Foundation is 77-0136497. Typically philanthropic gifts are processed through the Ohlone College Foundation including unrestricted, temporarily restricted, and permanently restricted gifts.

Please call the Foundation office at (510) 659-6020 for copies of our IRS Determination letter or to obtain a W-9 Request for Taxpayer Identification Number and Certification.

### **Fiduciary Responsibility of the Ohlone College Foundation**

The Ohlone College Foundation is a California non-profit, public benefit corporation organized for the purpose of encouraging and administering voluntary private gifts, trusts, and bequests for the benefit of Ohlone College. Responsibility for governance of the Foundation, including investments, is vested in its Board of Directors in compliance with all State laws and Ohlone Community College District board policies (BP) and administrative procedures (AP).

The Ohlone College Foundation operates under a Master Agreement with the Ohlone Community College District and adheres to the Association of Fundraising Professionals "Donor Bill of Rights."

### **Privacy Notice**

The 1977 California Information Practices Act requires the Ohlone College Foundation to inform individuals asked to supply information about themselves of the following: the Ohlone College Foundation is requesting this information to update its general resource files. Furnishing information is strictly voluntary and will be maintained confidentially. The information may be used by other College departments in the regular course of business, but will not be disseminated outside Ohlone College except if required by law.

You have the right to review your own data file. Inquiries should be forwarded to: Director, Ohlone College Foundation, phone: (510) 659-6020, fax (510) 659-6142, [foundation@ohlone.edu](mailto:foundation@ohlone.edu).

### **Donor's Consent for Public Acknowledgment**

The Ohlone College Foundation is grateful for the support it receives from our friends and alumni. One of the ways we express our thanks is by listing the names of donors in Web-based and/or print honor rolls. Should you wish that your name not appear as a donor, please notify Director, Ohlone College Foundation at (510) 659-6020, [foundation@ohlone.edu](mailto:foundation@ohlone.edu).

### **Stewardship Fee on Gifts**

Beginning on January 1, 2015, all new restricted gifts to the Ohlone College Foundation, whether in the form of donations or sponsorships, and all payments on new restricted pledges will be subject to a one-time stewardship fee. The fee is currently 5%.

### **Endowments**

Endowment gifts are managed and invested in accordance with Foundation and District policies. A portion of the total return earned in excess of the amount approved annually for payout will be retained in the endowment principal to protect from the effects of inflation and to allow for growth. At the fund administrator's discretion, when the payout is not needed for purposes of the fund, the payout may be added to the endowment fund principal. In the event the fund does not reach the endowment minimum, or the program ceases to exist at Ohlone College, proceeds from the fund will be used in an area and manner as closely related as possible to the original donor intent and the purposes for which the fund was established, as determined by the Board of Directors.

Endowed accounts are subject to an annual fee calculated based on the rolling prior four quarterly averages of each fund's market value as of June 30 and applied on July 1. The fee is currently 2%.

### **Policy reviews**

The Ohlone College Foundation will review these policies on an ongoing basis and retains the right to modify them as appropriate. For additional information please contact the Foundation office at (510) 659-6020.