



## Gift Procedures

### **ESTABLISHING A NAMED FUND:**

- An endowed fund can be established with a donor's expressed intention of building the fund to \$25,000.00 or more. The investment can be pledged over a designated period and when the fund reaches \$25,000.00 and has generated enough income, program support will be awarded. On endowed/designated program funds, awards are made from the interest earned; the principal establishing the fund remains intact forever.
- The Foundation Executive Director will work with the donor who would like to make a one-time expendable gift to a specific purpose or program.
- Such gifts will be recognized on donor recognition plaques in the PioneerCare Center, with updates to occur as needed.

To establish a named fund, the PioneerCare Foundation requires that the donor sign an agreement. This agreement includes the name of the fund, background information on the donor and/or the person being memorialized or honored, the amount and terms of the gift, and program(s) supported. The agreement provides established guidelines that honor the donor's intent and provide for the process of expending funds.

### **UNRESTRICTED OR UNDESIGNATED GIFTS:**

Unrestricted gifts are allocated at the discretion of the Board of Directors for the highest priority needs of PioneerCare in consultation with the CEO and Administrator.

### **RESTRICTED OR DESIGNATED GIFTS:**

Donors may also specify that their gift(s) be directed to a specific program or for a specific purpose consistent with the mission of PioneerCare.

### **CUSTODY OF FUNDS:**

Investments shall be made to bring a good return, consistent with sound and safe investment procedures. The PioneerCare Foundation, as trustee of the fund, shall keep records of all activities in named accounts.

### **PUBLICITY:**

The donor agrees to publicity given to this gift, and to all future gifts, and to publicity given on the allocation of funds from the account.

### **CHANGES:**

The donor reserves the right to change the purpose of the fund in consultation with the Foundation. Such change shall be effective by notifying the PioneerCare Foundation by written communication six months prior to the implementation of any change taking effect. If at any time, future changes at PioneerCare make the purposes designated by the donor no longer applicable, and if the donor is no longer available to select another purpose, the Board of Directors of the PioneerCare Foundation may change the purpose consistent with the highest priority needs of PioneerCare.

The attached form can be used in drafting a gift agreement.

## PIONEERCARE FOUNDATION GIFT AGREEMENT

1. Name of Fund \_\_\_\_\_
2. Description (Memorial, Gift, etc.) \_\_\_\_\_  
\_\_\_\_\_
3. Purpose of the Fund (e.g., program support, equipment purchases, employee recognition, nursing scholarship, etc.)  
\_\_\_\_\_  
\_\_\_\_\_
4. Contribution to be used as:
  - a. Permanent Endowment with earnings paid out for purposes specified
  - b. Donation paid out in current year for purposes specified.
5. Donor will make contribution(s) as follows:
  - a. Annually, by \_\_\_\_\_ Amount \$ \_\_\_\_\_
  - b. One time payment on \_\_\_\_\_ Amount \$ \_\_\_\_\_
  - c. Other \_\_\_\_\_
  - d. May others add to the fund?
6. If all earnings are not used for specified purposes:
  - a. Add to principal, if endowment fund
  - b. Other \_\_\_\_\_
7. Biographical Information (What would you like beneficiaries/recipients to know about you or the story behind your gift? Attach additional page, if needed)

Donor Name \_\_\_\_\_

Donor Signature \_\_\_\_\_ Date \_\_\_\_\_