



SWE EFI Gift Acceptance Policy

SOCIETY OF WOMEN ENGINEERS ENDOWMENT FUND INC.

GIFT ACCEPTANCE POLICY

Donors to SWE may choose to designate their contribution to support a particular programmatic area or designate the contribution as unrestricted. Unrestricted giving is critical for meeting the ever-changing, and often unexpected, challenges of the future. This Gift Acceptance Policy is intended to serve as a guideline regarding acceptance of gifts to the accounts of the Society of Women Engineers Endowment Fund Inc. (SWE EFI).

SWE EFI consists of four accounts:

- The Scholarship Account provides income to the Society for the endowed scholarships.¹
- The Awards Account provides income to the Society for awards programs.
- The Headquarters Account provides income to the Society for the general operation of SWE Headquarters. In addition to general donations, life membership donations are deposited in this account.
- The Designated Fund Account provides SWE's sections and MALs a means to create a permanent stream of income to be used for their programs.

SWE EFI is organized as a supporting organization to SWE by its corporate charter and is a 501(c)(3) organization. Donations are deductible as allowed by law.

GIFTS CURRENTLY ACCEPTED

CASH

SWE EFI accepts cash gifts in the form of checks, electronic fund transfer (EFT), and credit cards (via donations to SWE HQ's website). It is imperative that the account name be specified to insure proper allocation. Funds received without a specific scholarship designation will be placed in the general subaccount of the Scholarship Account.

MATCHING GIFTS

Many corporations match the gifts of their employees and retirees. Donors should check with their firm's Human Resources department regarding eligibility.

PLANNED GIFTS AND ESTATE PLANS

¹ With the creation of SWE EFI in 2006, all assets of the former Scholarship Fund were merged into SWE EFI. There is a trade name document filed in the District of Columbia in the name of "Scholarship Fund of the Society of Women Engineers" in order to handle any gifts received in the old fund name.



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SWE encourages our supporters to consider planned giving as a way to provide future support for SWE. The best planned giving options for SWE include bequests and gifts of retirement plan assets. See details below.

FINANCIAL INSTRUMENTS

SWE EFI accepts gifts of readily marketable securities, such as those publicly available on the U.S. stock exchange, publicly traded stocks and bonds and readily saleable mutual fund shares. Gifts of appreciated securities will be treated in accordance with Internal Revenue Service (IRS) policies. SWE EFI will work directly with the donor's broker on the transfer of the gift. The fair market value of the readily marketable securities will be computed per the current IRS formula and will be reported to the Donor. SWE EFI highly recommends that donors consult with their own tax or legal advisor prior to making a gift of securities.

OTHER BENEFICIARY DESIGNATIONS

Donors may name SWE EFI as a partial or total beneficiary on any life insurance policy, annuity, trust, IRA or similar instrument. The value of the gift will be recorded based on current Internal Revenue Service regulations.

WILLS / TRUSTS:

A bequest is made through a donor's will. For this option, donors should ask their attorney to draft their will with one of the SWE EFI accounts as the named beneficiary. In the case of conditional gifts, the SWE EFI Board of Trustees (SWE EFI BOT), as appropriate, will determine at its sole discretion if the requested conditions are acceptable.

TAX DEFERRED ASSETS:

Tax-deferred assets from IRAs, 401(k) plans, Keogh plans, profit sharing plans, or 403(b) annuity plans can be donated to SWE EFI. A Qualified Charitable Distribution (QCD), such as Required Mandatory Distribution (RMD), allows you to take money directly from your IRA and donate it to SWE EFI. Donors should work with their plan administrator to designate SWE EFI as the beneficiary of any remaining funds or prior to making a QCD.

FUNDS HELD IN TRUST BY OTHERS:

These are funds derived from private gifts and bequests that are held in trust for investment by outside trustees and SWE EFI is designated as the income beneficiary.

SWE EFI highly recommends that donors consult with their own tax or legal advisor prior to making a planned gift.

GIFTS NOT CURRENTLY ACCEPTED



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REAL ESTATE - Gifts of real estate and timeshares are not accepted.

TANGIBLE PERSONAL PROPERTY - Gifts of personal property (such as artwork, collections, vehicles or antiques) are not accepted.

PRIVATELY HELD SECURITIES - Gifts of stock in privately-held companies are not accepted unless they are readily marketable.

RECOGNITION / OFFICAL TAX DOCUMENTATION

All contributions made directly to SWE EFI, regardless of size, receive an acknowledgement letter suitable for tax purposes. SWE EFI will honor any requests from donors who wish to remain anonymous for the purposes of public acknowledgement.

MANAGEMENT OF FUNDS:

Except to the extent that powers are reserved to SWE, the SWE EFI Board of Trustees shall supervise, manage and control the business activities of the endowment funds, as authorized by the SWE EFI Bylaws and Articles of Incorporation. All gifts received by SWE EFI are irrevocable.



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SCHOLARSHIP ENDOWMENT

A minimum donation of \$25,000 is required for a yearly \$1,000 scholarship stipend. The entity providing the endowment has the right to name the scholarship with concurrence of the SWE EFI BOT. At the time new scholarships are established, donors are encouraged, but not required, to donate an additional one-time-only \$2,500 to the Headquarters fund to pay for the lifetime administration of the fund. It is possible for an individual to make an initial donation for a scholarship and sign a pledge form to complete payments over 3 years. If the endowment is not completed in the specified time period, the SWE EFI BOT reserves the right to use the money for the general scholarship endowment. Partially funded scholarships may not be refunded to the donor under any circumstances.

AWARDS ENDOWMENT

Donors may give restricted funds for an award program. Acceptance and establishment of a new endowed award must be approved by the SWE Board of Directors (BOD) and the SWE EFI BOT.

HEADQUARTERS ACCOUNT²

Headquarters Account provides income to SWE for the general operation of SWE Headquarters (HQ). Any gift amount is accepted and is added to the endowment. Additional income generated will be used to support SWE's HQ operations.

DESIGNATED FUND ACCOUNT

A Designated Fund of SWE EFI is intended to provide SWE's sections and Members-At-Large (MALs) a means to create a permanent stream of income to be used for a designated program within their entity. A minimum of \$25,000 must be donated and will be permanently restricted to the specific entity's fund. Donors are required to contribute an administrative fee of \$2,500 to pay for the lifetime administration of the fund. Additions can be made at any time and must be a minimum of \$1,000.

² With the creation of SWE EFI in 2006, all assets of the former Headquarters Fund were merged into SWE EFI. There is a trade name document filed in the District of Columbia in the name of "Headquarters Fund of the Society of Women Engineers" in order to handle any gifts received in the old fund name.