



SIG TAU

FOUNDATION

Policy Manual

Sigma Tau Gamma Foundation, Inc.
Board of Trustees

Version: 2018.2
Date: February 10, 2018

Sigma Tau Gamma Foundation, Inc.
Board of Trustees Policy

Title: FEES AND EXPENSES
Enacted: February 10, 2018
Number: 07.06

1. Donations. Unless otherwise determined by the Foundation, the Foundation will assess a fee of ten percent (10.0%) of any contribution made to a restricted fund, including Chapter Funds, to offset the costs of fundraising and other administrative expenses incurred by the Foundation. The Foundation will also assess any other fees or expenses identified in any other Policy of the Foundation. The donor will be credited for the full amount of the donation in their lifetime giving history, and the full amount shall be taken into account for any and all awards, either annual or lifetime.
2. Fundraising. Any direct costs raising funds for a restricted fund may be assessed against donations or charged to the restricted fund. Fund raising costs shall be those costs incurred in acquiring contributions specifically for the restricted fund including but not limited to (1) feasibility studies and professional fundraising fees when performed by pre-approved outside third parties (2) printing, (3) postage and mailing expenses, (4) long distance, conference call and other telephone solicitation costs, (5) donor recognition purchases (plaques, etc.), (6) approved travel and (7) events.
3. Investment and Administration. A standard fee for management and administration of the fund by the Foundation shall be charged to every Temporarily Restricted Fund, other than Chapter Funds each year on June 30, or such other time period as the Foundation determines facilitates accounting needs. The Foundation's standard annual administration fee shall be one percent (1%) of the fund balance or \$25.00, whichever is greater. The annual administration fee may be adjusted from time to

time at the discretion of the Foundation at a rate to fairly compensate it for administering the fund. Any change in that rate shall be reported in the minutes of the Foundation.

4. Special Investments. In the event the Foundation agrees to invest any restricted fund in a special investment including but not limited to a mortgage, loan, or real estate, the Foundation, in its sole discretion, may charge any direct costs incurred in managing the special investment to the restricted fund.