



INTRODUCTION

The Sigma Phi Epsilon Educational Foundation (“Foundation”) is a not-for-profit corporation exempt from federal income tax liability by internal revenue code section 501(c)(3) and qualifies as a public charity under internal revenue code section 509. The Foundation exists to secure and manage private gifts for the benefit of Sigma Phi Epsilon (“Fraternity”).

The purpose of the gift acceptance policy is to provide a set of standards by which gifts are reviewed, accepted or deemed to not align with SigEp’s mission, processed and receipted by Sigma Phi Epsilon Educational Foundation. While this document is intended to provide guidance to all Fraternity personnel and volunteers regarding acceptance of prospective gifts, donors are ultimately responsible for ensuring that the proposed gift furthers their charitable, financial and estate-planning goals. Neither the Foundation nor the Fraternity provide legal, accounting, tax or other advice to prospective donors. Therefore, each prospective donor is urged to seek the advice of independent counsel in the gift-planning process.

The gift acceptance policy of Sigma Phi Epsilon Foundation shall be interpreted in light of these overriding principles:

- **Principle 1:** A gift shall not be accepted by the Foundation unless there is a reasonable expectation that acceptance of the gift will benefit the Fraternity by supporting its mission. A gift shall not be accepted by the Foundation, when after careful consideration by the Gift Acceptance Committee, it is determined that the gift may impose an unreasonable financial or operating burden upon the Fraternity.
- **Principle 2:** The Foundation shall not encourage or accept any gifts that are inappropriate in light of the donor’s disclosed personal or financial situation.
- **Principle 3:** Gifts that potentially expose the Foundation or Fraternity to adverse publicity or involve out of the ordinary conditions shall be referred to the Gift Acceptance Committee for resolution. The Foundation cannot accept gifts for the benefit of the Fraternity that involve unlawful discrimination on any basis prohibited by federal, state and local laws and regulations. In addition, the Foundation cannot accept gifts that obligate it or the Fraternity to violate any other applicable law or regulation or that violate the Foundation’s articles of incorporation or bylaws. If at any time the donor or his or her name may compromise the public trust or the reputation of the Fraternity — including acts of moral turpitude — the Fraternity, with the approval of the Foundation’s board of trustees, has the right to remove the name or return the gift.

Coordination of Appeals

Fundraising activities on behalf of the Foundation will be conducted and coordinated by the Fraternity’s advancement department (“Advancement”) in coordination with the Fraternity’s marketing and communications department for national initiatives, including the Annual Fund, Ruck Leadership Institute, Carlson Leadership Academy, Tragos Quest to Greece, Grand

Chapter Conclave and other restricted funds administered by the Foundation. The Foundation also accepts and receives gifts for restricted chapter-specific funds and for chapter housing (see Environments — Facility Grants for additional information). Advancement, in conjunction with the Fraternity CEO and the Foundation's Board of Trustees, leads all initiatives related to the planning and implementation of nationally administered, comprehensive fundraising campaigns. All philanthropic commitments to the Fraternity must be processed by and credited to the donor through the Foundation's gift processing and data management system.

Gift Acceptance Committee

Questions pertaining to the acceptability of a proposed gift to the Foundation will be referred to the Fraternity CEO, who in consultation with the chief development officer may convene the Gift Acceptance Committee for review of the proposed gift. The Gift Acceptance Committee will consist of the Fraternity CEO, the Foundation's chief development officer, the finance director, the director of advancement services, a staff member working most closely with the donor(s) and a designee from the Foundation's Fundraising Committee.

The Gift Acceptance Committee will represent the Fraternity's interest in evaluating the use and purpose of the proposed gift related to the Fraternity's mission. The Gift Acceptance Committee must have a quorum (at least three members) in attendance to vote to approve or decline a gift. Attendance may be considered to be in person, via video or audio conference call, or via email, if the aforementioned meeting is held in an email format. Decisions of the committee require a majority vote. The Gift Acceptance Committee may, at its discretion, determine whether a proposed gift should be forwarded to the Foundation Board of Trustees for further review.

Gift Agreements

The Foundation will set up a new endowed/permanently restricted or temporarily restricted/declining-balance fund to receive charitable contributions only when it determines there is a need for said fund and that minimum funding requirements have been or will be met by the donor(s) seeking to establish a fund.

The minimum threshold to establish a new endowed fund is \$25,000. The minimum threshold to establish a declining-balance fund is \$2,500.

The establishment of any new fund requires that a written, signed, binding gift agreement be received by the Foundation detailing the total gift pledged, and the amount and dates of each gift installment to be made by the donor. Generally, the maximum length of a pledge is five years. The Foundation's binding gift agreement is in the appendix of this document.

Pledge reminders will be sent to the donor approximately 30 days prior to the gift installment timeline indicated in the written, signed, binding gift agreement. In the event a timeline is not specified in the gift agreement, pledge reminders will be sent annually on the anniversary of the date the pledge or initial payment was made. Pledge payments are acknowledged following the gift acknowledgement process, which is detailed in the Foundation's stewardship plan.

Group Gifts

Donors (chapter alumni, alumni and volunteer corporations (AVCs), reunion groups, etc.) who wish to establish a new declining balance or endowed fund must meet the following requirements:

- Donors must agree that the Foundation will be the repository of gifts made for the restricted purpose that has been agreed upon by the donors and codified in the fully executed fund agreement. The Foundation will administer the gift in accordance with the criteria set forth in the fund agreement.
- Donors must agree to the purpose of the fund, and that purpose shall be reviewed and accepted, or modified by the Foundation in the course of creating a fund agreement. A primary donor designee must sign the fund agreement on behalf of the group. The Foundation will notify the AVC that a fund affecting their chapter has been created.
- Signed, written pledge agreements must be secured from the donors upfront assuring that either the declining fund balance or endowed fund balance minimums will be met. Neither a declining balance fund nor an endowed fund may be established without written commitments to achieving the minimum requisite amount.

Donor Recognition

Binding gift agreements are required to detail the specifics of donor recognition to be conveyed in appreciation for the donor's gift, such as named programs, presentations, conferences, endowed positions, physical spaces (buildings, facilities and grounds), etc. Foundation Advancement maintains a roster of these identified philanthropic opportunities and their related gift values for the purpose of guiding consistent donor recognition.

Donor recognition may be conferred upon receipt of a cash gift or a written, signed binding gift agreement to not exceed five years. Donor recognition may not be offered or promised based upon a deferred gift, whether revocable or irrevocable. Prior to inclusion in a donor gift agreement, the proposed donor recognition will follow the Sigma Phi Epsilon Foundation policy and require the approval of the chief development officer and chief executive officer.

Use of Legal Counsel

The Foundation will employ legal counsel at its discretion in interpreting, managing and conducting business in matters pertaining to gift acceptance and administration. The Foundation will bear the costs associated with counsel engaged on its behalf.

GIFT PROCESSING AND RECEIPTING

Gift Processing

All gifts will be processed through the SigEp Educational Foundation directly for proper acknowledgement, tax deductibility, recording and reporting. Any gifts mailed to Headquarters (Types of Gifts Accepted on p.7) must be made payable to the Sigma Phi Epsilon Educational Foundation (not Fraternity or other entity). As a 501(c)(7), the Fraternity is not able to accept and receive charitable donations. Donors should indicate their preference for fund designation. When that is not indicated, Foundation staff will reach out directly to confirm accurate designations.

Anonymous Gifts

Donors may request their gift to be noted as anonymous on published donor lists and external reports and may also decline any publicity of their commitment. Totally anonymous gifts are not accepted.

Honor and Memorial Gifts

Donors may make a gift(s) in honor or in memory of another person or group. The Foundation will issue the hard credit acknowledgement to the donor, and a notification will be sent to the honor/memorial contact indicated by the donor.

Faux Accounts

A new donor account will be established only when a gift is received from an individual or entity who has the legal authority over a fund to convey a gift. Faux accounts in the names of pets, etc., will not be accepted by the Foundation.

PLEDGE PROCESSING AND RECEIPTING

Pledge administration and stewardship

- A binding gift agreement outlines the details of a pledge for a donor(s) to give a specific dollar amount to their preferred designation according to a fixed time schedule. If monies have already been received but documentation is needed to confirm donor intent, this type of agreement may be used to codify the donor's intentions.
- Generally, pledges should not exceed five years; exceptions must be approved by the chief development officer of the Foundation and the chief executive officer of the Fraternity.
- A donor may not utilize a matching gift to satisfy their pledge, as the donor does not exercise control over the entity awarding the match.
- The entity to which the pledge is being made must be clearly identified as the Sigma Phi Epsilon Educational Foundation.
- Changes to original pledges/binding gift agreements (e.g., pledge amount, payment schedule or changes in the designation of a pledge) must be documented in writing and approved by the chief development officer.
- Donors will be notified of pledge creation upon receipt of a signed binding gift agreement. Donors will also be notified and acknowledged when their pledge is complete (paid in full).
- Additionally, donors with a binding pledge agreement at \$10,000 or greater will receive pledge reminders via mail based on their installment timeline indicated on the binding gift agreement. Binding pledge agreements below \$10,000 will receive pledge reminders via email.

Types of Pledges

The SigEp Educational Foundation documents four types of pledges:

- Verbal pledges (annual giving)
- Major, leadership and principal gifts
- Planned gifts
- Recurring online gifts

Pledge Parameters:

- Annual Fund gifts of less than \$25,000 are typically documented through an email or verbal indication from the donor. Exceptions for gifts over \$25,000 may be granted by the chief executive officer of the Fraternity.
 - The Foundation will enter verbal and email pledges into its system and close the outstanding pledge upon receipt of the gift.
- Major, leadership and principal gifts are commitments upon which the Fraternity is relying on to fund important programs and services for undergraduate members. Following receipt of a signed binding gift agreement, the Foundation books the gift as a pledge receivable. The pledge balance declines as payments are made and applied to the outstanding pledge balance.
 - The minimum threshold for this pledge type is \$25,000.
 - The maximum length of a pledge is five years.
 - A binding gift agreement (see addendum) signed by the donor is necessary to commit these pledges.
 - Donors will receive a pledge confirmation upon receipt of a signed binding gift agreement. Donors will also be notified and acknowledged when their pledge is complete (paid in full).
 - Additionally, donors will receive pledge reminders via mail based on their installment timeline indicated on the binding gift agreement.
- Planned (legacy) gifts are recorded
 - Documented planned gifts will be recognized at face value by SigEp at the time documentation is received. Documentation may include: a signed revocable letter of intent; a page from the donor's will naming the Foundation as a beneficiary; or beneficiary designation in a donor's IRA, retirement account, life insurance policy or similar.
 - Planned gifts without documentation are not recognized by the Foundation in giving totals nor in its [Legacy Society](#).
- Recurring online gifts are established through the Foundation's third-party online giving platform. These can be established by monthly or yearly recurring plans. The SigEp Educational Foundation requires a written communication from the donor in order to cancel or amend a recurring online gift.
- Pledges secured by a third party representing local chapter fundraising initiatives, for example, Pennington, will not be recorded as a pledge on the SigEp Educational Foundation records. Since the SigEp Educational Foundation is not a party to signing, managing or collecting of the pledge, the pledge is not considered collectible and, if recorded, would need to be fully offset by an allowance for bad pledges. However, third parties may route payment to the Foundation, whose RLC funds are restricted for the purpose of chapter housing improvements.

SIGEP NATIONAL FUNDS AND LOCAL CHAPTER FUNDS

Definition of national funds and their operation

- The “Annual Fund” is the unrestricted fund that largely supports Fraternity-administered leadership programs, in addition to operations for fundraising and education.
 - “Board of Governors (BoG)” recognizes those donors whose fiscal year giving supports the SigEp Educational Foundation’s Annual Fund. Made up of hundreds of committed brothers and friends, the Board of Governors plays a critical role in making the SigEp experience possible.
 - Recognition/Giving Levels are described on page 12.
 - “Founders Day of Giving (FDOG)” is the Foundation’s annual day of giving, held in commemoration of SigEp’s founding on Nov. 1.
 - All gifts recognized and counted for FDOG are designated for the Annual Fund. This event includes chapter challenges in which the Foundation engages chapter members, alumni, friends and family to compete for most donors and most dollars categories.
 - Challenge gifts are recorded for pledges of \$2,500 or greater where a donor wants to challenge a chapter or group to reach a certain goal. It is communicated and expected that the pledge be fulfilled regardless.
 - Verbal pledges are recorded for donors who want to participate in Founders Day of Giving, but give at a future date via online, or through a stock gift, DAF, matching gift or personal check.
 - Gifts are recorded on the record of the contact or account who legally initiated or authorized the donation. Gifts may be made in honor of or in tribute to another individual, pet, etc., but only the donor making the gift shall receive the hard credit/legal credit for gift receipt purposes and related recognition.
- In addition to the Annual Fund, the Foundation also has national funds restricted for particular purposes such as program registration fees, national scholarships and grants.

Definition of local chapter funds and their operation

Chapter-restricted funds held at the Foundation include three main categories listed below.

- People — tuition scholarship funds
 - Declining-balance Balanced Man Scholarship (BMS): provides funding to support immediate needs for both merit scholarships and BMS.
 - Endowed member scholarship: merit and need-based scholarships
 - Endowed Balanced Man Scholarship (BMS): provide scholarships to students (typically non-members) seeking to invest in themselves and those around them and who are attracted to the ideals of living a balanced lifestyle.
- Experiences — leadership/programming sponsorship funds
 - Declining-balance chapter leadership: provides immediate funding to attend programs.
 - Chapter Leadership Endowment (CLE): ensure undergraduate officers and emerging leaders receive leadership and development opportunities in perpetuity. These funds support registration costs to regional and national SigEp programs.

- Declining-balance SigEp Learning Community (SLC): Support chapter educational programming and/or chapter facility improvements by AVCs and LLCs through one-time renovation and annual operating grants.
- Environments — facility grants
 - Traditionally called Residential Learning Community (RLC) funds, these funds are restricted to a specific chapter and are not invested or endowed. They provide funding to AVCs to support educational areas of chapter facilities and learning communities through one-time renovation and annual operating grants. These funds support two types of grants to AVCs:
 - Project grants can cover the cost of purchase, construction or renovation of educational areas in the chapter house such as libraries, study rooms, computer rooms or museums. These grants may also be used for educational furnishings, including relevant technology installations. As all donations to these funds remain tax-deductible, the Foundation works with AVCs to determine the educational percentage of a chapter facility to understand available disbursements for a project.
 - Annual operating grants are also available in subsequent years to cover the annual expenses related to operating these educational areas.

[Chapter Investment Fund \(CIF\) Endowments](#) are multipurpose funds that are unable to accept incoming donations.

Inactive/Dormant Chapter Fund Management Policy Following the closure of a chapter, the chapter’s funds will remain “frozen” while the chapter is closed. The balance will be held as a restricted net asset for the Foundation for 21.5 years, at which time the trustees can vote to release restriction of the funds if it appears unlikely that the chapter will ever be reopened.

Fund Consolidation

The Foundation will work with chapter AVCs to assess and streamline their funds with the goal of optimizing impact and reducing administrative burden, while outlining the purpose and criteria for each fund with updated working agreements.

TYPES OF GIFTS MARKETED AND ACCEPTED

The Foundation receives all philanthropic commitments for the benefit of Sigma Phi Epsilon Fraternity. Outright gifts to the Foundation shall be reported when assets are actually and irrevocably transferred to the Foundation.

Irrevocable deferred gifts shall be reported as a pledge at face value and recognized for reporting/counting purposes at face value. Revocable deferred gifts documented by provisions in wills or other revocable instruments shall be reported for recognition purposes only and are not treated as charitable gifts for accounting purposes until the gift is received.

For recognition purposes only, revocable gifts may be recognized in comprehensive campaign totals at face value if reported separately from outright gifts and irrevocable deferred gifts.

Total fundraising progress will be the sum of all new gifts (outright and irrevocable deferred) and new pledges against a stated goal. Verbal pledges or commitments may not be counted in gift totals for the comprehensive campaign. Non-gift revenue will not be reported in the Foundation's reported fundraising progress.

Cash and Cash Equivalents

Cash gifts may be made with currency, check or credit card. Cash may be delivered in person, by mail, by electronic funds transfer (EFT), wire transfer or the Foundation's online giving portal. Cash gifts are reported the date the cash is received in the Foundation gift processing office and postmarks are used as the gift date for mailed gifts. If gifts are transferred by EFT or wire, the date of the gift is the date that the money is transferred into the Foundation's account. Credit card gifts are reported on the date credit card charges are processed. Gifts from non-domestic sources will be recorded as the U.S. dollar equivalent on the date received by the Foundation.

Publicly Traded Securities

The Foundation accepts gifts of public and readily tradable securities as outright gifts and as payments on pledges outlined in a binding gift agreement. The mean (high/low) trading price on the date the securities are received determines the value of the securities for reporting purposes. Stock gift instructions are linked [here](#).

Donor-advised Funds, Family Foundation Funds and Community Foundation Funds

The Foundation accepts gifts from donor-advised Funds (DAFs), family foundation funds and community foundation funds as outright gifts. [IRS guidelines on DAFs](#) allow the donor to indicate how the funds can be distributed.

Donor-advised funds, family foundation funds and community foundation funds may not be used to satisfy a legally binding pledge. However, they can be used to satisfy a donor's gift intentions when a non-binding pledge has been completed.

Hard credit for gifts made via these vehicles will be given to the contributing DAF, family foundation or community foundation fund and a soft credit given to the sponsoring donor. Giving instructions are linked [here](#).

Matching Gifts

The Foundation accepts corporate matching gifts, applying the matching gift to the fund designated by the donor's gift that is being matched, unless otherwise indicated. A verbal or written pledge may not utilize a matching gift to satisfy the pledge, as the donor does not exercise control over the entity awarding the match. Matching gift instructions are linked [here](#).

Non-publicly-traded Investments

When the Foundation is presented with a proposed non-publicly traded investment, the chief development officer and the director of advancement services will convene the gift acceptance committee to coordinate the process to review and determine the acceptance for any proposed

gifts of non-publicly-traded investments, including, but not limited to, partnership interests, mineral rights, interests in real estate investment trusts, options and derivatives.

Deferred Gifts

Irrevocable deferred gifts include charitable remainder trusts and gifts of real estate subject to retained life estate(s).

The office of advancement has responsibility for assisting donors and their professional advisors in establishing such gifts and for coordinating the process of review and acceptance in consultation with the Fraternity CEO and Foundation Board of Trustees, as appropriate.

Once the Foundation is named as an irrevocable beneficiary of a deferred gift, the donor may not re-designate the remainder interest to be distributed to another charity. This applies to charitable gift annuities, charitable remainder trusts, life insurance policies that are owned by the Foundation, gifts to the Foundation's pooled income fund and other such gifts.

In the matter of revocable deferred gifts, the advancement department has responsibility for assisting donors and their professional advisors in naming the Sigma Phi Epsilon Educational Foundation as beneficiary of a will, trust, life insurance policies, commercial annuities, IRA and other retirement plans.

Life Insurance

Existing policies may be gifted to the Foundation after review and approval. For gifts of existing policies, the donor (or owner) must relinquish all ownership and document that the Foundation is the sole owner and beneficiary of the policy. Existing life insurance policies may be accepted with the following conditions:

- There can be no outstanding loans on the policy.
- The policy must be a permanent life policy.
- Donor must provide a copy of the policy, including the current declaration page. The declaration page must show cash value, any outstanding loans, dividends and face value.
- The cash surrender value will be recorded as an outright gift, while the net face amount will be recorded as a revocable bequest.

The following requirements must be met for the Foundation to accept and recognize a gift involving an insurance policy beneficiary designation:

- A change of beneficiary form indicating the Foundation as beneficiary OR verification from the insurance company that they have accepted the change in beneficiary
- A current declaration page of the policy indicating the type and face value of the policy
- The policy being gifted must be a permanent life product

- Documentation should include the use of a letter of intent with gift designation and information that will govern the ultimate designation of the proceeds. A gift agreement will be required if the donor wishes to create an endowed fund

Term life insurance policies are not accepted as gifts. Some donors may make the Foundation a beneficiary of their term life insurance policy. In that case, the Foundation may recognize that gift with the donor's inclusion in the Foundation's Legacy Society as long as the policy remains in force. However, the gift will be counted as \$0.

Whether in estate documents, life insurance, retirement accounts, or other accounts and instruments requiring beneficiaries, some donors have a need or desire to make the Foundation a contingent, or secondary, beneficiary. Such gifts may be accepted with the same documentation requirements as a primary beneficiary. Such gifts will be counted as \$0.

Gifts In-kind and Tangible and Intangible Personal Property

It is the Foundation's general policy to sell upon receipt all gifts of tangible personal property that will not be used to further the mission of the Fraternity. Gifts in-kind and tangible gifts may include but are not limited to works of art, motor vehicles, antiques, equipment, stamp and coin collections, jewelry, furniture, rare books, manuscripts or any other item that has determinable value. Intangible gifts may include patents, copyrights and intellectual property.

The office of advancement will convene the gift acceptance committee for coordinating the review and acceptance process for all tangible and intangible gifts with a value of \$500 or more.

Deed of Gift

Gifts in-kind valued at more than \$500 must be accepted by the Foundation by execution of a deed of gift by the donor(s) and the authorized individual of the Foundation as further described below. The office of Advancement has the responsibility for drafting this deed of gift and for coordinating this acceptance process.

Statement of Value for Gifts Valued \$5,000 or Less

In addition to the deed of gift, if the value of the tangible or intangible gift(s) is between \$500 and \$5,000, the donor must provide a signed statement of the donor's good faith estimate of fair market value of the item(s) for gift documentation purposes. Determination of value of the gift(s) for income tax deduction purposes is a matter between the donor and the IRS. While the donor's written estimate of value may be used for internal gift crediting purposes, gift receipts from the Foundation and acknowledgements to the donor from others employed by the Foundation for a tangible or intangible gift will not state the value placed on the gift, but will include a description of the item.

[IRS Form 8283](#)

The IRS requires the donor to file Form 8283 for non-cash gifts in excess of \$500 with their tax return for the year the contributed property is first claimed as a deduction. The Foundation does not sign [Form 8283](#) unless the value of the tangible or intangible gift exceeds \$5,000. For gifts

of any item or group of similar items exceeding \$5,000, the IRS requires a qualified, professional independent appraisal and an executed 8283 form from the donor. The appraisal must be obtained at the expense of the donor. The 8283 form and deeds of gift may only be executed by an authorized individual of the Foundation acknowledging receipt.

Items NOT Considered Charitable Contributions

Per CASE (Council for the Advancement and Support of Education) guidelines and IRS regulations, the following types of in-kind contributions are not considered charitable contributions:

- Contributed services: A person's or organization's time and/or service is not considered a charitable contribution and is not countable, regardless of whether the individual assists as a volunteer or as a professional providing a specialized service (examples include, but are not limited to: construction services, accounting, consulting, printing, web development, advertising space, etc.). In these situations (if the donor wishes to make a charitable contribution and receive tax credit), CASE suggests that the donor bill the institution and turn around and make a cash donation of the same value. However, in certain circumstances, the Foundation may recognize contributed service(s) through an acknowledgement letter, but without the inclusion of tax credit language.
- Volunteer leaders who are eligible to receive reimbursement pursuant to SigEp Fraternity policy for travel to SigEp programs and events may elect to direct that reimbursement to the SigEp Educational Foundation Annual Fund. However, that event does not constitute a charitable donation and no gift receipt shall be issued to the volunteer.
- Use of real property
- Category discounts on purchases
- Costs of appraisals
- Shipping costs
- Sales tax
- Items for auction — Auction items potentially valued at \$2,500 or more may be counted as a gift in-kind to the Foundation. These items are subject to the same appraisal procedures noted in the aforementioned section.

DONOR RECOGNITION:

Donor Honor Societies

The Sigma Phi Epsilon Educational Foundation recognizes the generosity of its donors through a series of honor societies designed to celebrate and recognize their gifts. The Board of Governors recognition society exclusively recognizes unrestricted support for the Annual Fund, while lifetime giving societies broaden recognition to include restricted giving.

BOG Giving Levels

Recognition as a member of the Board of Governors requires minimum unrestricted giving to the Annual Fund of \$1,200 annually (or \$100/month via online recurring gifts), or \$600 (\$50/month) for donors age 30 and under (up to the donor's 31st birthday). Qualifying annual gifts may be made as a single gift or via monthly installments (\$100 month or \$50 month if under 30). For recognition purposes, the Foundation will recognize hard and soft credits (matching gifts, donor

advised fund gifts, family foundation gifts, etc.) to calculate BoG levels by fiscal year (July 1 - June 30). Board of Governors Annual Giving Levels are listed below:

- Beacon Society (under age 30) — \$600 - \$1,199
- Member Level — \$1,200 - \$1,900
- 1901 Society — \$1,901 - \$2,499
- Sponsor Level — \$2,500 - \$4,999
- President's Circle — \$5,000 - \$9,999
- Chairman's Circle — \$10,000+

Upon making their qualifying Board of Governors gift by June 30, donors will be publicly recognized as members of the Board of Governors in the fiscal year that follows. Donors may employ a variety of ways to fulfill their annual unrestricted gift for the Annual Fund per the Foundation's gift acceptance policy.

Lifetime Giving Levels

Lifetime giving recognizes the total giving over a donor's lifetime to the SigEp Educational Foundation, including documented planned gifts.

- Thomas Vaden McCaul Society — \$0 - \$999
- Frank Webb Kerfoot Society — \$1,000 - \$2,499
- Robert Alfred McFarland Society — \$2,500 - \$4,999
- Edgar Lee Allen Society — \$5,000 - \$9,999
- Richard Spurgeon Owens Society — \$10,000 - \$24,999
- Lucian Baum Cox Society — \$25,000 - \$49,999
- William Lazell Phillips Society — \$50,000 - \$99,999
- Thomas Temple Wright Society — \$100,000 - \$249,999
- William Andrew Wallace Society — \$250,000 - \$499,999
- William Hugh Carter Society — \$500,000 - \$999,999
- Benjamin Donald Gaw Society — \$1,000,000 - 1,999,999
- Carter Ashton Jenkins Society — \$2,000,000 - \$2,999,999

Legacy Society

The [Legacy Society](#) honors donors who choose to remember the Sigma Phi Epsilon Educational Foundation in their estate plan. Legacy Society donors document their planned gift by naming the Sigma Phi Epsilon Educational Foundation as a beneficiary in their estate through bequests, life insurance policies, charitable remainder trusts, living revocable trusts or various retirement plans. Legacy Society donors are recognized by adding their names to the Richard Henning Legacy Society Wall at Kief House, as well as in SigEp publications.

Donors providing verbal notifications regarding estate intentions will not be recognized in the Legacy Society until the Foundation has received documentation.

APPENDIX

- [Legacy Gift Confirmation Form](#)
- Binding Gift Agreement
- Non-binding Gift Agreement
- New gift fee structure for restricted gifts
- Working Agreement template

- Foundation Fund Menu
- Donor Recognition
 - National Policy
 - Purpose/rationale
 - Procedure
 - Philanthropic naming guidelines - named funds
 - Non-donor-related recognition
 - At programs: “This program made possible in part by...” “Student sponsorships granted thanks to...”
 - Chapter Policy Guidelines (not policy)
 - Physical spaces
 - Sponsorships, scholarships, etc.