

Memo



To: Civic Clubs
From: Southern Scholarship Foundation – Amber R. Tynan, Director of Development
CC: House Manager, Treasurers, Teresa Turner, Barby Moro
Date: 08/01/2016
Re: Gift policy for house sponsorships and donations

Southern Scholarship Foundation (SSF) recognizes the generosity of the many civic clubs that have supported the organization over the years. Clubs like yours have provided everything from a new house to food and paper goods for the students living in the Foundation. We are grateful for your continued support.

As the new school year begins, I wanted to provide you with a few guidelines that we have developed in order that we may:

- Properly recognize your club's contributions
- Track your club's cumulative giving
- Provide proper accounting for these gifts
- Ensure gifts are being used as your club intended

Household items, dry goods and gift cards

- These items can be given directly to the house
- Clubs can coordinate the delivery of these items with the House Manager and/or Director of Development
- Clubs and House Secretaries **MUST** send an email to the Director of Development stating the value of the gift so that proper documentation can be completed

Cash gifts designated to the house account, maintenance or wish list fund

- Make checks payable to: Southern Scholarship Foundation
- Mail gifts to: Southern Scholarship Foundation, 322 Stadium Drive, Tallahassee, FL 32304
- Checks or cash delivered to the house will be submitted to the SSF office for processing
- Monies will be apportioned as designated by the donor
 - **Wish list funds** are currently held in the SSF operating account and restricted for each house. These funds are used to purchase small household appliances and electrics, dishes and silverware, electronics or décor.
 - **Maintenance funds** are currently held in the SSF Maintenance Account and restricted for each house. These funds are used for repairs and maintenance of the houses such as painting, carpet, major and minor renovations and large appliances.
 - **House funds** are paid to each house for use in their house account to purchase food, dry goods, cleaning products, paper products, utilities and cable.
- The houses are notified regularly by the SSF Office of the available balance in their wish list fund