Donor Recognition Policy
Centennial Anniversary Endowment Campaign

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In honor of the 100th anniversary of Zonta International, the Zonta International Foundation established the Centennial Anniversary Endowment Campaign (CAEC). This Campaign represents a unique opportunity to strengthen the Zonta International Foundation Endowment Fund and the Zonta International Amelia Earhart Endowment Fund.

The Zonta International Foundation is seeking partners and donors who believe in the importance of ensuring that Zonta International and the Zonta International Foundation will have a solid base of resources going forward. This campaign will set the course to support enlarging the Endowment Fund to generate increased earnings to pay for projects and initiatives as established by the Zonta International and Zonta International Foundation Boards and approved by the convention.

Zonta International and Zonta International Foundation want to honor and recognize donors who commit generous gifts to the Centennial Anniversary Endowment Campaign.

Donor recognition applies to gifts or pledges received or committed from individuals, groups, corporations, or foundations recognized as a single donor. All donations made to the Endowment Fund beginning 1 June 2014 through Convention 2020 are included in this policy.

This *Donor Recognition Policy* falls under the authority of the *Bylaws of the Zonta International Foundation*. Other relevant documents in order of authority are the *Zonta International Foundation Gift Acceptance Policy*, the *Zonta International Foundation Manual* and the *Zonta International and Zonta International Foundation Finance and Audit Manual.*

This policy was established to ensure that the operations of the Centennial Anniversary Endowment Campaign are managed with transparency, integrity and consistency and shall be followed by both Zonta volunteers and headquarters staff. The headquarters development manager, the CAEC chairman and/or the executive director propose the type of recognition to be given to the donor. The Zonta International Foundation Board is responsible for ensuring that

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donor recognition occurs at the appropriate level and is delivered properly. Members of the CAEC Committee will also utilize this document to guide recognition discussions with prospective donors.

Levels of Giving

Donors qualify for different levels by the amount of their gift as per the details in the chart below. The levels below may be subject to change upon approval from the Zonta International and the Zonta International Foundation Boards. All recognition benefits applies to individual, club and district donors, unless otherwise specified.

Recognition of Giving Levels	**Peace Maker**	**Change Maker**	**Bridge Builder**	**Visionary**	**Champion**	**Advocate**	**Believer**
	US$1,000,000 or more	US$500,000-US$999,999	US$250,000-US$499,999	US$100,000-US$249,999	US$50,000-US$99,000	US$10,000-US$49,999	US$1,000-US$9,999
Special recognition as per agreement between the donor and the Zonta Boards	X	X					
Display piece with donor names to reside at headquarters	X	X	X	X			
Invitation to be recognized on stage at convention 2020.	X	X	X	X	X		
Invitation for individual donors to special Int. President's reception at convention 2020, plus one additional family member.	X	X	X	X	X		
Invitation for club/district donors to special Int. President's reception at convention 2020 for up to two club/district representatives	X	X	X	X	X		
Listing on the banner at the Foundation Booth at convention 2020.	X	X	X	X	X	X	
Listing in *The Zontian* magazine at conclusion of the campaign	X	X	X	X	X	X	
Commemorative donor pen for individual donors to be given upon first gift or pledge	X	X	X	X	X	X	
Commemorative podium banner for club or district donors to be available at convention 2020	X	X	X	X	X	X	
Commemorative jewelry piece for individual donors to be given when each level in actual contributions has been received	X	X	X	X	X	X	X
Posting on Zontaendowmentcampaign.org (updated quarterly during campaign)	X	X	X	X	X	X	X
Commemorative donor ribbons for individual donors for convention 2020	X	X	X	X	X	X	X

Listing in the *Foundation Annual Report*	X	X	X	X	X	X	X Lower than US$1,000 at President's discretion

General Recognition Practices

Only gifts accepted in accordance with the *Zonta International Foundation Gift Acceptance Policy* qualify for acknowledgement and recognition.

Based on *Generally Accepted Accounting Practices (GAAP)* and other guidelines, a pledge is recognized on the financial statement of the Zonta International Foundation when the pledge form is received.

Donor will be recognized when each level in actual contributions has been reached. All CAEC Committee members must ensure that their donors understand this process.

When corporations give donations to match individual donations, individuals will be recognized for gifts received from the corporations, but the matching gift will be acknowledged to the corporation for tax purposes. This may include a gift from a privately held company owned by the individual or a family foundation.

Gifts from a group such as a Zonta club, Zonta district, or a family, may be recognized for the combined total of the gifts. When this gift is composed of contributions from numerous individuals, recognition will be given to the group rather than the numerous individuals in the group, unless otherwise agreed upon as part of the gift agreement. If a family gives at the Champion level, only one jewelry piece will be awarded. Gifts from corporate entities will be recognized in an appropriate manner.

ZIF Annual Pin Program and Annual Report

Donors to the CAEC will also qualify for the annual pin program and inclusion in the Zonta International Foundation Annual Report.

Tax Deductions

All US based donors will receive appropriate receipts with each cash contribution and year-end contribution summaries for tax purposes.

All non-United States donors will receive appropriate receipts with each cash contribution.

For significant gifts from outside the United States, Zonta's staff can assist Zonta clubs outside the United States, where required, to draft a *Memorandum of Understanding* between the club and the club's charitable trust. The *Memorandum of Understanding* would document that a specific gift is to be transferred to the Zonta International Foundation as a contribution to the Centennial Anniversary Endowment Campaign. The charitable trust will issue a receipt to the donor which may be used for tax purposes and will forward the funds in the donor's name to the Zonta International Foundation's bank accounts.

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Document control:

Original Document	Date: May 2015
First adopted by the ZIF Board	Date: June 2015
Most recent review by the ZIF Risk Manager	Date: May 2018
Amended policy adopted by the Board, posted on website	Date: February 2019
Next review date	Date: September 2020 (to retire)

Responsible Committee	CAEC Committee, Development Committee