



THE TEP FOUNDATION, Inc.

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Recognition Policy

Prepared by

The TEP Foundation, Inc.

(Adopted 4/19/'23)

Gift Recognition Policy

An integrated comprehensive gift recognition policy is very important to our foundation's development. It honor donors and avoids poorly conceived methods of saying thank you. It also prevents programs that can become expensive and cumbersome to maintain. It serves the entire development effort whether we are working with a one Alumni or an Alumni team operating coast-to-coast.

Our gift recognition policy sets the tone for how we thank donors. Each level of recognition attempts to say thank you in an appropriate and meaningful way. The TEP Foundation services on the generosity of our donors including those outside of Tau Epsilon Phi Fraternity.

This policy is subject to change by The Board of Trustees.

1. For all gifts (\$1-\$250)

- Thank you letter emailed or mailed within 90 days of receipt of the gift, signed by the Foundation President.
- Donor's name included in appropriate publications (as determined by The Board of Trustees)
- Receives other accolades as determined by the Board of Trustees.
- Digital or Hardcopy of *The History of Tau Epsilon Phi: 75 Years of Friendship* (as determined by The Board of Trustees)

2. For gifts over \$250

- Donor Recognition letter emailed or mailed within 90 days of receipt of the gift, signed by the Foundation President. This letter concurrent to I.R.C. 501(C)(3) may be used for record keeping and tax purposes.
- Donor's name included in appropriate publications (as determined by The Board of Trustees)
- Receives other accolades as determined by the Board of Trustees.
- Digital or Hardcopy of *The History of Tau Epsilon Phi: 75 Years of Friendship* (as determined by The Board of Trustees)

3. For Giving Societies

- Thank you letter emailed or mailed within 90 days of receipt of the gift, signed by the Foundation President.
- Donor's name included in appropriate publications. Premium
- Receives other accolades as determined by the Board of Trustees.
- Foundation Lapel Pin (as determined by the Board of Trustees)
- Commemorative Plaque (as determined by The Board of Trustees)
- Digital or Hardcopy of *The History of Tau Epsilon Phi: 75 Years of Friendship* (as determined by The Board of Trustees)

4. For Giving Programs

- Thank you letter emailed or mailed within 90 days of receipt of the gift, signed by the Foundation President.
- Donor's name included in appropriate publications. Premium
- Receives other accolades as determined by the Board of Trustees.
- Foundation Lapel Pin (as determined by the Board of Trustees)

- Commemorative Plaque or Award (as determined by The Board of Trustees)
- Digital or Hardcopy of *The History of Tau Epsilon Phi: 75 Years of Friendship* (as determined by The Board of Trustees)

If you have any questions regarding this policy please send an email to [**president@thetepfoundation.org**](mailto:president@thetepfoundation.org)