

Carrollton School of the Sacred Heart Gift Policy

- The Donor must complete an In-Kind Gift Agreement form including an itemized, detailed description and dollar value for each item.
- The School accepts the Donor's valuation of the gift(s), provided it appears to be reasonable. The donor should submit receipt copies, price lists from catalogs, internet or other sources for comparable items, to assist in determining reasonable value for the School's recognition purposes.
- Both the Donor and School representative must sign and date the document. The School representative's signature on the Gift Agreement form is an acknowledgement of receipt of the gift(s) and not agreement with the valuation of the gift(s).

Valuation over \$5,000 (other than publicly traded securities):

- The Donor must obtain a written appraisal of the gift(s) from a qualified appraiser.
- A copy of the appraisal must be sent to the School for insurance coverage purposes.
- The Donor must complete a Gift Agreement form including an itemized, detailed description and dollar value for each item.
- Both the Donor and School representative must sign and date the document.

