



PINE FORGE ACADEMY FOUNDATION INC.

FREQUENTLY ASKED QUESTIONS SUMMER 2005

FOUNDATION

1. Why does Pine Forge Academy have a Foundation, and what is the purpose of the Foundation?

The Pine Forge Academy Foundation, Inc. was organized to maximize the charitable gifts for the benefit of Pine Forge Academy to ensure its continued existence. The Foundation reaches out in an unprecedented manner to alumni and friends, as well as to corporate, philanthropic and organization partners in support of Pine Forge Academy. All private, corporate and organizational soliciting, receiving, and administering of gifts and financial resources are coordinated by the Foundation for the benefit of this historically significant boarding academy for African-American youth.

The primary purposes of the Foundation are to:

- (1) Develop and implement effective fundraising strategies to support the strategic initiatives of Pine Forge Academy;
- (2) Manage and administer funds for short-term and long-term capital and educational program purposes at Pine Forge Academy; and to
- (3) Create and fund endowments for capital projects and financial assistance for students, and awards for faculty and staff at Pine Forge Academy.

2. When did the PFA Foundation come into existence?

In early 2002, the chairman of the PFA Board and a small group of stakeholders worked to organize the Pine Forge Academy Foundation. This group of visionaries recognized Pine Forge Academy needed to elevate and expand its financial support in an organized, strategic and focused manner. Thus, the Foundation was created to exclusively serve as the administrators and coordinators of gifts and financial resources from public and private sources for the benefit of Pine Forge Academy. It was organized as a separate and distinct legal entity from the school and works collaboratively with the Academy and the PFA Board of Trustees. The Foundation was incorporated July 18, 2002 and received its legal tax-exempt 501(c) (3) designation organization under the U.S. Internal Revenue Code in 2003. It develops, receives, invests and distributes public, private, corporate

In September 2002, at the annual Alumni Reunion, alumni expressed the need and desire to unite and pursue a coordinated effort to raise significant resources for their alma mater. From that session, a group of alumni with corporate and government experience, alumni association officers, conference official, Foundation and academy representatives formed a Strategic Plan Committee. The resulting seven year Strategic Plan for Pine Forge Academy was produced and accepted by the Pine Forge Academy Board in September 2003. The Foundation is guided by the initiatives outlined in the Pine Forge Academy's Strategic Plan.

3. Why should I give to PFA through the Foundation?

The Foundation exists exclusively to serve as the administrators and coordinators of gifts and financial resources from public, private, corporate, philanthropic and organizational sources for the benefit of Pine Forge Academy. It was organized as a separate and distinct legal entity from the Academy. The Foundation works collaboratively with the PFA Board, whose primary focus is the governance of the school's strategic, plan implementation and overall operations. This arrangement allows the Academy administrators to concentrate on the affairs of the school while the fundraising and financial development is primarily managed by the Foundation.

Gifts made to the Foundation for the benefit of the Academy are closely monitored and tracked by the Foundation to ensure the gifts are used according to the wishes of the donor. Additionally, the Foundation, a non-profit 501 (c) (3) organization, is legally required to honor the donor's directives and to preserve the private nature of the gifts and the donor's request for anonymity. The Foundation, through its exercise of trust and fiduciary responsibility, gives donors additional confidence that their gifts are used in accordance with the donor's wishes.

4. Why does Pine Forge Academy need private support?

Pine Forge Academy, like other tuition-based educational institutions, faces the reality that tuition dollars alone do

not cover its annual operating costs and capital needs. Enhancements in the curriculum are delayed or postponed because insufficient funding restricts implementation of needed academic programming enhancements or campus infrastructure needs. Technology upgrades are envisioned in every aspect of campus life but insufficient funding restricts full deployment of the plans. Renovations of existing buildings and the historical landmarks are desired but insufficient funding limits what can be done. New campus buildings are dreamt about, but insufficient funding keeps the plans on the drawing board. Private philanthropy is needed at Pine Forge Academy to ensure sufficient funding to maintain the academic and development excellence, which historically has produced the Christian-centered global leaders and productive members of society that Pine Forge is known for.

At the PFA Foundation, public, private, corporate and organization giving allows the school's visionary leadership to focus on creating outstanding centers of academic excellence and career preparatory training. It transforms once acceptable norms and complacency into action for a state-of-art academic and development haven for inner-city youth. Private support ensures the quality in education Pine Forge Academy has provided for almost 60 continuous years. To ensure our continued success and future, Pine Forge Academy needs to capitalize on all forms of financial support.

5. What is the Foundation's fiscal year?

The Foundation operates on an annual calendar year cycle, which begins on January 1 and ends on December 31 of each year. Foundation financial reports reflect this fiscal year timetable.

6. How do I contact the Foundation?

In April 2004, the Foundation opened an office in the suburbs of Washington, DC. The office is open Monday through Friday, from 10 a.m. to 4 p.m. Ms. Beverly Howard serves as the Executive Assistant to the Foundation. Ms. Howard has been working with the Foundation almost two years and is well equipped to address most of your questions when contacted. To contact the Foundation:

Pine Forge Academy Foundation, Inc.
P.O. Box 571
Burtonsville, MD 20866
Office/Fax: (301) 549-1001
Email: info@pfafoundation.org
Website: www.pfafoundation.org

7. What services are offered through the Foundation?

The Foundation provides the following services:

- Establishing scholarships and endowments
- Managing capital campaign gifts and disbursements
- Distributing and awarding scholarships and other gifts as directed by benefactors and donors
- Assisting donors with estate planning through professional planned giving services

- Managing foundation funds through professional investment managers
- Rewarding and recognizing donors to ensure continued engagement of donors
- Community and prospecting with current and future donors through various vehicles of communications
- Accepting and disposing of appreciable gifts

GOVERNANCE AND LEADERSHIP

1. How is the Foundation governed?

A 22 member Board of Directors who are corporate, non-profit and government leaders representing over 200 years of executive management and academic administration govern Pine Forge Academy Foundation, Inc. Several board members are prominent alumni of Pine Forge Academy. These volunteer Board members plus the Headmaster, who serves as an ex-officio member, are active supporters of academic excellence at Pine Forge Academy. Dr. Melodie Mayberry-Stewart serves as the Board Chair and Chief Executive Officer. The Board is working hard to further the vision and mission of the PFA Foundation.

Several of the current Foundation Board members participated on the diverse Strategic Planning Committee, which included academy administration and faculty representation, PFA Board members and alumni. This Committee produced the first comprehensive Strategic Plan for Pine Forge Academy. In September 2003, the PFA Board of Trustees voted to accept the strategic initiatives in the Strategic Plan entitled "Creating A Strategic Vision For Producing Global Christian Leaders For the 21st Century Citizenry and Workforce -- The Pine Forge Academy Strategic Plan 2003-2010". The Foundation Board uses the PFA Strategic Plan as a guide and reference tool in its actions and decisions. You can preview and print the executive summary of the approved strategic plan on the Foundation's website.

2. How does the Foundation remain accountable to donors and the Academy?

The Board of Directors monitors all Foundation activities. Each gift is deposited in an existing fund or a newly created fund set up for the purpose designated by the donor. Upon receipt of a gift, the Foundation sends out a gift acknowledge within 5 business days of receipt of the gift. To keep donors fully informed of Foundation activities, the Foundation provides a quarterly and annual report to donors whose gifts are for specific purposes such as a designated scholarship or endowment. The details of the Foundation's expenditures and disbursements benefiting the Academy are reported regularly to the Board and at the PFA Board of Trustees. The Foundation's quarterly and annual reports provide the Foundation's unaudited and audited financial statements; summary of annual goals and outcome results; a current list of donors; and the status of the funds entrusted to the Foundation. These reports are available on the Foundation's website. More information

may be available upon request.

3. Is there a Constitution, which governs the affairs of the Foundation?

The Foundation is governed by a constitution, which was created and approved by the IRS to achieve the 501 c 3 tax-exempt designation. The constitution outlines the officers of the Foundation, the rules of governance. The Foundation's board of directors may from time to time update the constitution to reflect new bylaws and to ensure the constitution is aligned with the intent and wishes of the board of directors. The Foundation's secretary is responsible for ensure the constitution remains current and reflects board actions requiring updates to the constitution.

4. What is the tax status of the Foundation?

The Foundation is a 501 c 3 tax-exempt IRS non-profit organization. Any donations or gifts to the Foundation are tax deductible. The Foundation will provide proof of gifts upon request. However, the Foundation will send out acknowledgements of gifts immediately after accepting the gifts. We are also in the process of registering the Foundation in every state of the United States. The Foundation has engaged the BDO Siedman, LLP firm, the 5th largest international public accounting firm to handle the state registrations. The BDO Siedman Company is also serving as a financial advisor to the Foundation's board.

5. Who is the Auditor for the Foundation?

The Foundation's board authorizes the treasurer, who chairs the Finance and Audit Committees, to select and engage the external auditor. The board chair approves the recommendation of the Treasurer. The external auditor is responsible for auditing the financial condition, policies and procedures of the Foundation. The annual financial reports are provided to anyone upon request. The Foundation's external auditor is Squire, Lemkin + O'Brien LLP, Certified Public Accountants firm in Rockville, Maryland. To know more about the firm, visit their website at www.mycpas.com.

6. What reports or communications are available about the board proceedings?

One of the cornerstones of the Foundation's operations is to keep all stakeholders fully apprised of happenings at the Foundation through timely communications. . To achieve this goal, the Foundation publishes information through the following vehicles:

- Website with reports available for viewing and printing
- Monthly "Forging the Future Flash" Report which accompanies the monthly donor invoices
- Quarterly Board reports which are posted to the website and mailed to donors and alumni.

- Annual Board Report which is posted to the website and available for printing or sharing with other email friends
- Presentations by the Board Chair

7. Are there volunteer opportunities at the Foundation?

The Foundation work gets done through action teams (committees) of volunteer board members and other subject matter experts, which may or may not be board members. Please contact the office if interested in serving as a volunteer on any of the action teams (committees) listed. All volunteer action team assignments are subject to board approval.

The Foundation welcomes volunteers to serve on any of the committees, which are the following:

- Finance
- Audit
- Endowments and Scholarships
- Marketing and Public Relations
- Fund Development
- Investment Subcommittee
- Strategic Planning Ad Hoc Committee

SCHOLARSHIPS

1. Why would I consider creating a scholarship?

A named scholarship is an excellent investment in a student's life and in our collective futures. It keeps talented and motivated students on the road to becoming global leaders and contributing members of society. That is priceless! Creating a scholarship is a win-win way to support a student and to ensure the financial soundness of Pine Forge Academy. It is a thoughtful way to honor or remember someone or to celebrate a special event in your or their life. By establishing an **Endowed, Annual or One-time Scholarship**, you will provide a student in need of financial assistance with the opportunity to attend Pine Forge Academy or to help an outstanding student achieve his/her academic goals. A scholarship can also provide students with outstanding grades, leadership, academic performance, community service or other special talents and gifts with an award for their achievements and accomplishments. It helps us celebrate their accomplishments in a tangible way. Finally, a scholarship is a way to leave a lasting legacy for you, a special person in your life or a special interest.

2. How can I create a scholarship?

Creating a scholarship is simple and is a perfect way to invest in the life of a future global leader. It is an exhilarating and satisfying feeling to be a benefactor of a tuition or room and board scholarship. As the benefactor, you decide on the amount, the frequency and selection criteria of the scholarship award you want to sponsor or support. The first step is to review the Foundation's **Benefactor's Guide to Creating a Scholarship** document to explain and assist you through the process. You can obtain a copy of this document from the website. Review

the document and ensure all of your questions are addressed. Next step is to complete the **Request to Create a Scholarship Form** and forward it to the Foundation office. Your request to recreate the scholarship should be accompanied with the required minimum amount, and a one-time \$25 set up fee to cover administrative expenses to process and set up your scholarship fund. You will be assessed a \$25 fee annually to maintain your fund at the Foundation.

3. What types of scholarships are offered by the Foundation?

The PFA Foundation has three categories of scholarships – **Endowed, Annual or One-time Scholarship**. An **endowed scholarship** is one that offers permanent funding for ongoing scholarships and represents the most stable source of financial support. An endowed scholarship carries a minimum amount and is sufficiently funded to exist in perpetuity.

Next, the **annual scholarships** are scholarships in which the benefactor funds each year for a stated period of time. These annual awards become a significant part of assisting needy students and can also be used for emergencies.

The last category is the **one-time scholarship**. Benefactors sponsor these scholarships for one year only and the funding is almost immediately awarded to a deserving student.

Scholarships can be restricted or unrestricted. A **restricted scholarship** must meet all selection criteria and minimum requirements as specified by the benefactor or as a board-designated scholarship. An **unrestricted scholarship** carries no specific requirements or selection criteria and is awarded solely at the discretion of the School Administration. All scholarships with benefactor criteria or other requirements are typically restricted permanently, unless directed otherwise by the benefactor. However, there are instances when a scholarship can be restricted temporarily, pending the wishes of the benefactor.

The Foundation encourages those considering establishing a scholarship to provide a name of the scholarship fund, particularly the endowed and annual scholarships. All scholarships can be created '*In Honor of*', or '*In Memory of*' or "*In Celebration of*" a **special event** in your life or a significant other person, such as birthday and anniversaries.

4. How is the scholarship award amount determined?

The benefactor(s) specifies the number of recipients, the amount to award each recipient and the criteria for awarding the scholarship in the **Request to Create a Scholarship** form and in the Memorandum of Understanding. The minimum scholarship amount is \$500 in order to provide significant financial assistance to a student. The Foundation encourages you to consider creating an annual scholarship that you fund for two or

more consecutive years or an endowed scholarship to provide perpetual financial support of deserving Pine Forge Academy students. Whatever you ultimately decide, funding a scholarship will help more students and provide valuable support to Pine Forge Academy. The process to establish a named scholarship is easy and will yield worthy benefits to our students.

5. How are scholarship recipients selected?

The scholarship recipients are selected by the Pine Forge Academy Scholarship Committee based on the pool of students who meet the award criteria specified by the benefactors when establishing the scholarship and in the Memorandum of Understanding. The PFA Scholarship Committee makes recommendations to the Foundation's Endowment and Scholarship Committee. The Foundation's committee then reviews and approves the recommendations. This step is critical to ensure the specific criteria, and supporting documentation is in order. Depending on the benefactor's requirements, and in accordance with their wishes, the awardees are notified and recognized appropriately. The Foundation then disburses the funds at the chosen times and events. Typically, scholarship recipients are announced at the annual graduation or during the homecoming festivities. A complete list of current scholarships are available on the Foundation's website.

6. Can a scholarship benefactor remain anonymous?

Yes. The Foundation is bound by all requests for benefactor anonymity when it is specifically requested. When completing the form to establish a scholarship, the benefactor has the option to grant the Foundation permission to publish the benefactor's name. While the Foundation, understands the desire of individuals to remain anonymous, we encourage, when possible, disclosure of the donor to inspire others to give. When potential donors are aware of who else is contributing to PFA, they are more likely to give and to give more. However, as the benefactor, you have the right to privacy and that right will always be honored by the Foundation. Please be sure to note this option on the **Request to Create a Scholarship** form.

7. How can I be assured my wishes, as a benefactor, are strictly followed?

The Pine Forge Academy Foundation has a fiduciary responsibility for the effective management and disbursement of all scholarship gifts. Our top priority is to ensure the benefactor's wishes are strictly adhered to. Any exceptions would only be with the permission of the benefactor. The terms of your **endowed, annual or one-time scholarship** are delineated in a legal document called a **Memorandum of Understanding**. The terms of the Memorandum of Understanding are binding and both the Academy and Foundation operate under the applicable state and federal laws. Designated scholarship funds cannot be appropriated for any other purpose. As the benefactor, you will receive a **Gift Acceptance Letter**

of your gift. This acceptance letter will reaffirm your requirements and is signed by you as the benefactor, and the Foundation as the steward of your gift.

8. How do I know what ultimately happens to the scholarship that I sponsor?

Each year, the Foundation will notify the benefactor(s) in writing with the name(s) of the student(s) awarded their sponsored scholarship and the amount awarded. This annual report on the named scholarships will also include the investment earnings on the endowed scholarship endowment principal (corpus) and fund balance. Also, the audited financial reports will show the balanced in each endowed and annual scholarship funds. However, in years where the funds are not sufficient to award the scholarship, no award will be given and the benefactor will be notified of it. It is always a good idea to ensure adequate funds are available at least 60 days prior to any award to avoid a worthy recipient from a denied opportunity.

9. How does the Foundation acknowledge receipt of the gifted scholarship?

The Foundation sends out a **Gift Acceptance Acknowledgement**, which must be signed by the donor, and is signed by the Foundation. This acknowledgement is a document for your records and is periodically reviewed by the Foundation to ensure it remains accurate and complete. Should your circumstances change as a benefactor, or you wish to modify the gift, this must be done in writing according to the Foundation's Gift Acceptance policy. For a copy of this policy, go to the Foundation's website.

ENDOWMENTS

1. What is an endowment?

An **endowment**, like a savings account, it yields investment earnings that provide a permanent source of funds for a particular purpose on behalf of Pine Forge Academy. The investment earnings on the permanent endowment principal (corpus) are distributed by the Foundation to Pine Forge Academy for scholarships, academic programs, campus capital improvements, maintenance or faculty development and support. These funds are generally restricted permanently unless otherwise designated in the Endowment Agreement. Endowments are used solely on the purpose designated by the benefactor. The remainder of the interest earnings is reinvested in the endowment. Since an endowment's principal is never spent, these funds create financial stability, allowing Pine Forge Academy to be less dependent on other sources of revenue. The Foundation's endowment funds are professionally invested and managed by the Foundation with the assistance of outside professional investment managers, who are approved by the board. Endowment funds can become family legacies, with succeeding generations adding gifts to the principal established by the founding donor.

2. Why should I consider establishing an endowment?

Establishing an endowment fund through the Pine Forge Academy Foundation is a means for a donor to leave an enduring legacy of financial support for Pine Forge Academy. Five reasons to support or establish an endowment fund for Pine Forge Academy include (1) it can be a permanent memorial to a person that is or was a significant influence in your life; (2) it creates a perpetual stream of financial support for the Academy; (3) it is a tangible support of PFA's Legacy of Excellence; (4) it builds a stronger PFA; and (5) it also provides priceless personal satisfaction. An endowment can be set up during your life from a gift of cash or cash equivalent, stocks, securities, and real estate property, or it can be established later on with estate assets. You may prefer to begin the endowment now and add more to it later through a bequest.

3. How does an endowment work?

Donors may make a one-time gift to establish an Endowment, or they may make multiple, planned gifts over five years until the fund is endowed. Contributions may be added to the fund after it is endowed. Once the fund is fully endowed, earnings generated from the investments after one year are then used to fund the purpose you have designated (scholarship, capital improvements, maintenance, technology, science, etc.).

4. What is required to establish an endowment?

The Foundation has created a very low entry amount to establish an endowment. Our minimum requirement is well below industry standards. Also, the foundation is very cost-efficient in terms of administrative costs to maintain the endowment fund.

To establish an endowment, the donor must agree to fully fund the endowment within five years. The minimum endowment is \$10,000, which must be reached within five years of establishing the endowment fund. Next, the benefactor must donate the minimum required principal (corpus), to create the endowment, which is currently \$250. The benefactor completes the **Request to Establish an Endowment** form and signs the formal **Endowment Agreement** and Memorandum of Understanding. The completed form should be forwarded to the Foundation office with a check for the minimum opening balance and a separate check of the one-time \$25 set-up fee. Before the endowment is established, the Foundation Board must approve the establishment of a donor sponsored endowment. The donor is informed of the approval in writing with the **Gift Acceptance** form. After the initial set up, the benefactor will be billed annually \$25 to cover the administrative fee of servicing the endowment fund.

5. Is there a minimum amount required to set up an endowment?

Yes. You can set up an endowment with as little as \$250. Your endowment must reach at least \$10,000 within the next five years to remain in tact. If it does not reach the

\$10,000 within that period of time, the endowment will lapse and the funds will be distributed as unrestricted funds at the discretion of the Foundation.

6. Do I pay a fee to set up an endowment?

Endowment gifts are subject to a one-time very small development fee. This fee is taken not from the gift but rather from the earnings generated by the Endowment. These development fees are used as seed money to generate additional Endowment gifts for Pine Forge Academy.

7. Are there other costs associated with an endowment?

Yes. There is a one-time set up fee of \$25 and an annual \$25 assessment to maintain the endowment fund. This minimal amount is well below industry standards.

Additionally, because there may be additional administrative responsibilities associated with managing Endowments. The Foundation Trustees have authorized that a portion of the earnings be returned to the Foundation to offset these administrative expenses. This management fee, projected to remain less than 1 percent, will be deducted from gross investment portfolio earnings and will be reported in the annual and quarterly financial reports.

8. What endowment naming gift opportunities are available at Pine Forge Academy?

Named endowment funds offer donors an opportunity to associate the name of a family or individual or special interest with a project or program of enduring worth. Endowment opportunities at PFA range from scholarships to faculty support to construction and maintenance. Generally speaking, the minimum levels to establish a named endowment are as follows: student scholarship and program support begins at \$10,000; academic program endowments begin at \$50,000; and endowed construction, improvements and maintenance support begins at \$1,000,000 or 50% of the construction or capital costs associated with a project.

9. Can an endowment donor remain anonymous?

Yes. The Foundation is bound by all requests for benefactor anonymity when it is specifically requested. When completing the form to establish an endowment, the benefactor has the option to grant the Foundation permission to publish the benefactor's name. While the Foundation, understands the desire of individuals to remain anonymous, we encourage, when possible, disclosure of the donor to inspire others to give. When potential donor know who else is contributing to PFA, they are more likely to give and give more. However, as the benefactor, you have the right to privacy and that right will always be honored by the Foundation. Please be sure to note this option on the **Request to Establish an Endowment** form.

10. How does the Foundation acknowledge receipt of the gifted endowment?

The Foundation sends out a **Gift Acceptance Acknowledgement**, which must be signed by the donor, and is signed by the Foundation. This acknowledgement is a document for your records and is periodically reviewed by the Foundation to ensure it remains accurate and complete. Should your circumstances change as a benefactor, or you wish to modify the gift, this must be done in writing according to the Foundation's Gift Acceptance policy. For a copy of this policy, go to the Foundation's website.

GIFTS TO THE FOUNDATION

1. How much am I expected to contribute?

That is a personal decision. It is entirely up to you as to the size of your annual gift to the Pine Forge Academy Foundation. Contributions of all sizes are important and are gratefully accepted. The Foundation encourages you to commit to a systematic giving plan sacrificially to enable PFA to successfully achieve its strategic goals year after year; and to produce Christian-centered leaders for the 21st century global citizenry. Any gift of any size at anytime DOES make a difference and it appreciated.

2. May I designate how my gift will be used?

Yes! Your gift can be designated to be a **Forging the Future Capital Campaign** contribution or it can be for a one-time, annual or endowed scholarship or it can be to establish a program endowment or the annual giving program. Your gift can be designated to be used where there is the greatest need or to a specific program, project or department. No matter where your gift is earmarked, it will be greatly appreciated and contribute significantly to the academic success of Pine Forge Academy. Many donors chose to become annual and long-term contributors who provide financial support in several areas. If you are unsure about a named gift in your name, there is a complete list of other gift opportunities for your viewing on the Foundation's website.

3. How much of my gift actually goes toward the purpose that I designate?

The Board exercises the greatest level of prudence in the administration and management of the funds entrusted to the Foundation for Pine Forge Academy. Operating expenses are kept to the minimum necessary for an efficient and effective Foundation office. For most outright unrestricted gifts there is no associated administrative fee, thus 100 percent of these gifts will be applied to the purpose designated by the donors. For endowments, there is an initial fee to establish it and an annual administrative fee to cover the management and investment expenses for the endowed funds. The annual administrative fee for the investment portfolio may be paid from the investment earnings on the endowed funds. The Foundation's Board of Directors approves both the endowment establishment fees and the annual

administrative fees in accordance with the board-approved Funding Policy.

4. What is the difference between unrestricted and restricted gifts?

An **unrestricted gift** is one that is available to be used where there is the greatest need at the time of the receipt of the gift. The intended purpose is at the discretion of the school administration and the Foundation. The Academy's administrators in collaboration with the PFA Board and the Foundation can determine "Greatest need". These unrestricted gifts will be used for, but not limited to, expansion and developments to specific academic programs, capital projects, tuition scholarships, facility upgrades, faculty development, information technology deployment or operations.

A **restricted gift** is one that is earmarked for a specific purpose, i.e. a sponsored annual or endowed scholarship or the Forging the Future Capital Campaign fund or other designated fund or project. The Foundation is legally required to honor the strict directives of the donors whose gifts are restricted.

The Foundation welcomes unrestricted and restricted gifts. Both provide vital financial support to Pine Forge Academy. However, unrestricted gifts are of critical importance because they allow the Foundation and the Academy to focus on addressing areas of greatest need at the time of the greatest need. Unrestricted gifts offer the greatest flexibility and help with short-term needs and also help supplement operating funds.

5. Are my gifts to the Foundation tax deductible?

Yes. All gifts to Pine Forge Academy Foundation, Inc., a non-profit 501c (3) organization, are fully tax deductible to the extent allowed by law. Donors should consult with their financial adviser or tax accountant and attorney for more specifics as it relates to your situation.

6. Can I receive a tax deduction for in-kind services, equipment or supplies I give to the Academy?

Yes. Gifts other than money or its equivalent, such as real estate and securities, to the Foundation or Academy are acceptable only if it is in compliance with the Foundation's board-approved **Gift Acceptance Policy**. If you make a commitment to provide in-kind services, equipment or supplies, which would be referred to as a gift-in-kind, you will be recognized for the value of those gifts that have been properly documented. Documentation through a receipt, invoice, or other instrument must be submitted at the time the gift-in-kind occurs. The Foundation also has a **Gift-In-Kind Donation Form** you may use to document the type of gift-in-kind and the value. A copy of the form is available by calling the Foundation office or you may download a copy of the form from the website.

7. How will I be recognized for my gift?

The Foundation makes it a priority to promptly acknowledge all gifts in writing. Each donor receives an

acknowledgment letter within 5 business days of receipt of the gift. Also, the Foundation is committed to using every opportunity to inform others of the donors to the Foundation to inspire others to give. Towards that end, the Foundation publishes our donors in several documents. The Foundation's Annual Report will include a list of lifetime donors who contributed gifts throughout the year. Other published media of recognizing donors include the quarterly board report and special recognition in the monthly "*Forging the Future*" Flash report, which is distributed with the monthly gift invoicing. In all cases, the Foundation will maintain the anonymity of donors who make their desire to remain anonymous known. The gift year for the Foundation begins on January 1st and ends December 31st.

WAYS TO GIVE

1. How do I make a pledge to the Forging the Future Capital Campaign?

The **FORGING THE FUTURE Capital Campaign** pledge form is on the Foundation's web site at www.pfafoundation.org. Also, it can be mailed, faxed or emailed to your email. Contact or email the Foundation office for a pledge form or for further information.

2. What types of gifts does the Foundation accept?

The Foundation is able to process cash gifts via online processing through the secure services of **SignUsUp to Give™** on the Foundation's website.

Gifts in checks, cash, securities, and real estate are also welcomed. You may also wish to leave gifts to the Pine Forge Academy Foundation Inc. in your will, bequests, real estate, life insurance, retirement plans and other assets. For more information on acceptable forms of gifts, review the information on the Foundation's web site or contact the Foundation office. The board-approved **Gift Acceptance Policy** is available upon request or you can download a copy from the website.

3. Where do I mail my gifts to the Foundation?

Gifts mailed to the Foundation should be sent to:

Pine Forge Academy Foundation, Inc.
P.O. Box 571
Burtonsville, MD 20866
Office/Fax: (301) 549-1001
Email: info@pfafoundation.org
Website: www.pfafoundation.org

A Message from the Board Chair

The past was built with vision... the future with Foresight!

You can make a difference if you link your life to a worthy institution that will live on after you are gone. The Pine Forge Academy Foundation is grateful for the dedicated individuals who have partnered with the Foundation to make a difference in the lives of our many young people. Opportunities abound and scholarships. We encourage you to consider remembering the Pine Forge Academy Foundation in your will or designated restricted gift. Whether large or small, unrestricted gifts allow the Foundation to grow academic programs and plan for future initiatives. When an unrestricted gift is received, the PFA administration and Board of Trustees will use your gift according to the most appropriate needs of the Academy at that time. **We thank you for every gift small or large to help build Christian-centered leaders for the 21st Century global citizenry. Together, We Are Forging the Future!**



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Melodie Maghony-Stewart

Foundation, Inc