

## **Annual Fund Frequently Asked Questions**

### **What is the Annual Fund and how is it different from PPA fundraisers?**

Our tuition does not cover the cost to educate each student at St. James ~ the Annual Fund is used to supplement day to day operations. Annual Fund dollars have an immediate impact in the year they are received. Unlike tuition and funds raised thru the PPA (Panther Parent Association), AF gifts are tax-deductible to the extent allowed by law. We kickoff the Annual Fund each year in September and our goal is 100% parent participation.

### **Why should we support the Annual Fund?**

Aside from helping to cover the costs to educate each child, the Annual Fund serves as a barometer for parent satisfaction of our school. Corporations and foundations first look to the St. James school community to make a strong statement in their support for the school. An on-going tradition of voluntary financial support for St. James Cathedral School demonstrates a commitment to excellence of our school.

### **How much do people give to the Annual Fund and how can they give?**

Traditionally, Annual Fund gifts range from \$25 to over \$10,000. Gifts can be made in the form of a pledge, paid in installments throughout the year, or a single gift for the full amount. We accept checks, cash, or gifts of stock. We also accept gifts on-line at [www.stjcs.org](http://www.stjcs.org) by going to SUPPORT on the website. How much you give is a personal decision determined by each family, based on your ability to give. Most importantly, we want 100% participation by our families.

### **Why do we have an Annual Fund and PPA (Panther Parent Association) fundraisers?**

Annual Fund dollars offset tuition and helps fund day to day operations. Annual Fund gifts are tax-deductible and eligible for matching gifts from employers which can double or triple your gift. PPA fundraisers are meant to involve the entire school community through various ways Amazon Smile, Parking, Box Tops for Education, and School Supplies.. PPA fundraisers benefit the school but are not tax-deductible.

### **What are some examples of how the Annual Fund is used?**

Annual Fund dollars are used to enhance technology, improve curriculum, and provide professional development opportunities for faculty and staff. Without an Annual Fund, it would be necessary to increase tuition.

**What exactly does my tuition payment cover?**

Tuition covers a portion of the operating expenses of the school including salaries and benefits, books and supplies, student support, building and ground maintenance, and utilities. The balance is partially covered by the Annual Fund and allows us to keep tuition at a lower amount, making it affordable to families looking for a Catholic education for their children.

**Who else is contributing to the Annual Fund or who did you mail annual fund letters to?**

We mail letters to current parents, alumni, faculty & staff, former parents, grandparents, and parishioners.

**Is my gift tax-deductible?**

Yes. We will provide a receipt for the amount of your gift and if you give before December 31, it will be tax deductible for the year the gift is received.

**What is a matching gift?**

Many companies offer a matching gift program to their employees as a way to reach out to the community and provide charitable contributions as an employee benefit. Ask your human resources manager if your company participates – matching gifts can double or even triple the amount of your gift. For example: John Doe works at ABC Bank and John contributes \$500 to the Annual Fund. ABC Bank will match his gift at 100% making John's total gift to the Annual Fund \$1,000 (major donor level).

**How are gifts acknowledged and recognized?**

When St. James Cathedral School receives a gift, it is processed immediately. Gifts are recorded in our database, and a thank you letter is sent to include the gift information for tax purposes. In January, Year End Statements are mailed to donors from the Advancement Office. In September, we have a Major Donor recognition breakfast held for those families contributing at the leadership level (\$1,000 or higher) from the previous year. All donors are recognized in the Annual Report.

**How do I get my gift to the school? I do not recall getting a letter or an envelope.**

You can send a check made out to St. James Cathedral School in a regular envelope to the attention of the Advancement Office. You may also donate online at [www.stjcs.com](http://www.stjcs.com) and click support us. The school would like to properly acknowledge all gifts so they would appreciate if you let them know how you would like to have your name listed in the Annual Report. Or if you'd like an Annual Fund envelope sent to you, email Ana Crowe at [ana.crowe@stjcs.com](mailto:ana.crowe@stjcs.com)

**I can't give to the Annual Fund at this time, but would like to give. Can I do it later or can I send in a pledge?**

Absolutely, you have until June 30 to give for the current year. In order to increase our participation numbers, we encourage you to make a pledge at this time, with a payment schedule convenient for you. The Advancement Office will send pledge reminder notices. Annual Fund envelopes are available in the Advancement Office.

**Do you accept gifts of stock to the Annual Fund?**

Yes. We can accept stock certificates to be processed or the Advancement Office can provide your brokerage firm with wire transfer instructions. The school does not hold on to any gifts of stock that are received. These are processed as soon as they are received and you will be notified of the transfer when it is complete. Please contact Ana Crowe in the Advancement Office at 407-841-4432, ext. 151 if you are interested in making a stock gift. For a complete list of ways to give, [click here](#).

**What is the last day I can make a gift to St. James Cathedral School in this school year?**

Our school year runs from July 1 thru June 30 and the last day we accept gifts for the current school year is June 30.