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GULF COAST COMMUNITY FOUNDATION

Gift Acknowledgment Procedure

Sample Gift Acknowledgment Chart

Use this sample chart to develop your own procedure for gift acknowledgment. Identify actions that will be taken based on the value of the gift, when those actions will be taken and the person responsible for the action. Depending on the range of gift values that you receive, you chart may be more (or less) complex.

Value of Gift	Acknowledgment Procedure	Time Frame	Person Responsible*
All values	• Thank you letter & gift receipt	• Within 3 days	• Development Admin Staff
$500 to $1,000	• Board Chair also sends a thank you letter • Development Director or head of Development Committee will call to thank personally	• Within 2 weeks • Within 3 days	• Board Chair • Development Director
More than $1,000	• Board Chair also sends a thank you letter • Executive Director will call to thank personally	• Within 2 weeks • Within 3 days	• Board Chair • Executive Director

*Development Admin Staff person is responsible for communicating the appropriate information to the Board Chair, Development Director and Executive Director.

Sample Donation Procedure Checklist

This simple checklist can be your starting point for creating your own. Add in details that are specific to your needs and identify who is responsible for each step to make a more robust procedure.

❑ Donation is received (mailed in check, online donation receipt, etc.) and date stamped. If physical check, logged in checks received log kept by reception or accounting department.

❑ Copies are made for appropriate people (Executive Director, Board President, Accounting/Data Entry, etc.)

❑ Data is entered into accounting and/or donor management software.

❑ Gift receipts and standard thank you letters are generated and mailed. (Within 3 days)

❑ Thank you letters from Executive Director and Board Chair are generated and distributed

❑ Thank you letters are signed, personal notes added as appropriate and mailed. (Within 2 weeks)

❑ Follow up phone calls are made as appropriate. (Within 3 days)

❑ Ongoing stewardship throughout the year.

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