



BURLINGAME COMMUNITY  
EDUCATION FOUNDATION

## **BCE Foundation Gift Listing Policy**

BCE Foundation is deeply grateful for donations of all kinds that contribute to the success of our annual campaign. The Board of Directors adopted this Gift Listing Policy in June 2014 and it was revised in August 2024. It establishes the following guidelines for donor acknowledgement in our annual report. BCE will publish this policy on our website, the BCE Fundraising Soiree and Auction program, and online auction rules.

Donations of cash, stocks/securities, automobiles immediately liquidated to cash, and employer matching gifts will determine a donor's annual campaign donation and listing level in BCE's annual report. This includes any Fund-a-Need and/or BCE Read-a-thon donation.

### **BCE Fundraising Soiree and Auction Donations**

Auction purchases, tickets, and auction donations raise money for BCE but do not count towards a family's annual campaign donation. Only donations made during an auction's Fund-A-Need/Fund-A-Dream count towards a family's annual campaign donation. BCE will provide additional recognition space in the annual report for high value auction donations and purchases that generate more than \$2,000 for BCE.

### **Unpaid Pledges**

Unpaid pledges are not included in the calculation of a donor's annual campaign donation and listing level.