



The Friends of Chabot College ••• Stewardship Fees

All donors to The Friends of Chabot College want to know that their gifts are used for bona fide charitable purposes on behalf of Chabot College students and learning based programs benefitting our student population. In order to comply with legal requirements governing tax-exempt organizations and to provide donors with accurate information, The Friends of Chabot College Board of Directors has instituted a Stewardship Fee protocol.

- The Friends of Chabot College applies a 5% stewardship fee on all contributions made to the Foundation in a given fiscal year. This includes one-time donations, contributions made for annual and endowed scholarships, and managed funds.
- Stewardship fees are applied once, at the time that the gift is received by the Foundation.
- If there are multiple contributions made to a fund in a given year, the 5% fee is assessed on the total amount of contributions made in that fiscal year.
- If there are multiple contributions made to a fund over several years, a 5% fee is assessed on the total amount of contributions made in each fiscal year.

Why does The Friends of Chabot College-Foundation assess a Stewardship Fee?

- The purpose of these fees is to establish a revenue stream, which allows the foundation to be self-sustaining in its business operations, and to serve Chabot College students.
- To cover the cost of business operations such as the acceptance and acknowledgment of charitable gifts and the accounting, management and investment of these funds.

This is a list of the services that protect the integrity of all funds invested in The Friends of Chabot College on behalf of our students and the learning based programs of the college

- Accessible records made available to the public in order to promote transparency and accountability, and to ensure compliance with reporting requirements that govern philanthropic organizations
- Accounting, general
- Annual audit
- Banking services
- Contract preparation and review
- Federal and State fees required of non-profit organizations
- Investment services and fees associated with sound and secure investment practices
- Legal services to assure compliance with regulations governing tax exempt organizations
- Processing of accounts payable and receivable

The Friends of Chabot College (ID#46-3708462)

Nurturing learning, creating change

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