

REVISION of 2008 DONOR RECOGNITION AND DEDICATION POLICY

Approved by the Board, April 8, 2014 and Amended 7-20-14, 5-10-17, 4-17-18 & 1-23-20

The purpose of this policy is to specify how Congregation Beth Israel will honor members of the community who made our new synagogue possible. Also, it spells out a process for ensuring all contributors will be made aware of the possibility of selecting a dedication.

Donor Recognition

All contributors giving qualifying* donations toward the new synagogue building may be publicly acknowledged. A Recognition and Dedications Task Force will be formed to research options and make a recommendation regarding the means of recognizing donors. A form of donor recognition will be chosen that conveys the message that we are a community and that only by combining resources and working together could we achieve the goal of providing a place to worship, study, and celebrate our Jewish culture for current and future generations. The same size and style will be used for all donor names to reflect the importance of each family's contribution to achieving our goals. A form of donor recognition will be chosen that allows names to be added on an ongoing basis to recognize post-occupancy-phase contributors. No contributor will be listed as "Anonymous" on whatever form of recognition is chosen. However, contributors may decline to be listed.

*Names of those who contributed at least \$1,000 through the Capital Campaign or to the Building Fund in honor or memory of someone may be recognized as contributors. In certain cases, those who made in-kind contributions or made donations to a special account established for new synagogue building expenses may be recognized as contributors. The Brick Paver Program was approved as a fundraising effort, separate and in addition to the Capital Campaign, and provides recognition through the engraved paver(s) themselves. Other fundraisers that provide something in return for the contribution (e.g., entertainment or merchandise) will likewise not by themselves qualify an individual/family for recognition. These fundraising efforts were/are being developed to complement the Capital Campaign, not substitute for it. Contributors are encouraged to make a direct monetary contribution through the Capital Campaign or to the Building Fund at whatever level is possible for their family to ensure being recognized as a donor.

Donor Recognition and Dedication Task Force

A task force representing the demographics of the congregation will be established to research various options of donor recognition, e.g., Tree of Life, Donor Recognition Book, or other option(s), and make a recommendation. The recommendation must be consistent with the adopted donor policy, be tasteful, and be cost-appropriate for our congregation. The task force will also explore options for recognition of dedications and will identify additional dedication items for families to reserve. The task force will be appointed by the executive committee and report to the board.

Dedications

All past contributors and potential contributors will be informed of the opportunity to be recognized as a donor and to reserve a dedication. A Capital Campaign Committee representative will contact past contributors in chronological order of when their pledge was made to ensure everyone has been informed of the opportunity for dedications.

For gifts of \$5,000 or more, contributors may reserve a dedication to recognize their family's contribution, to honor someone special, or in memory of a loved one. They can select from an

approved list of facility designations. Certain religious facilities/items will not be offered for dedication. For more information on the list of available items offered for dedications, contact the Capital Campaign Committee.

In the interest of fairness to contributors and to facilitate meeting campaign goals, dedication opportunities will be implemented as follows:

1. All qualifying contributors will be asked to sign a form that specifies their dedication wishes. The form will contain a box for declining a dedication as well as one for opting for a dedication to ensure complete record of donor wishes. The form will then be reviewed by the Capital Campaign Committee for eligibility of those requesting a dedication. After verifying eligibility, a Capital Campaign representative will then officially accept the dedication request by signing the form and returning a copy to the donor.
2. Dedications will be reserved for a contributor once a qualifying pledge (e.g., amount needed to reserve a specific dedication) is made and 1/3 of their pledge is deposited into the New Synagogue Building Fund. Dedications will be secured and become official once the qualifying dollar value is donated in full to the New Synagogue Building Fund.
3. More than one family may coordinate/combine their contributions to make a joint dedication.
4. To maintain a reservation, contributors must stay current with the terms of their Pledge Letter of Commitment. The Capital Campaign Committee will determine if a pledge is falling behind in its terms. The contributor will then be notified that they have 90 days to bring their pledge commitment current in order to retain their reservation.
5. A contributor may increase their pledge in order to reserve a higher level dedication. To reserve the new dedication, the contributor must sign a new pledge commitment form and make a minimum 1/3 down payment on the new pledge total amount then pay their pledge as stated in their Letter of Commitment. If they fall behind in their payment schedule, they will have 90 days to make their promised payment to maintain their specific reservation.
6. Eligible congregation members will have priority over non-members for selecting dedications.
7. Contributors may pick only one item for dedication at the initial offering. Once the list has been reviewed by all eligible donors, a donor may select a 2nd item to dedicate. Or, with a donation of additional money, donors may select and secure a 2nd Dedication with the new payment.