

<p style="text-align: center;">Tel Hai Development, Inc. Gift Policies</p>  <p style="text-align: center;">Honey Brook, PA</p>	<p>POLICY NO: THSI.GOV.0029 EFFECTIVE DATE: 2/24/09</p> <p>Updated 7-24-13 1-26-2016</p> <p>APPROVED:</p> 
<p>SUBJECT: Structure and Funds</p>	
<p>COVERAGE:</p>	

Purpose:

Tel Hai Development, Inc. has established various funds to meet the charitable needs of Tel Hai Retirement Community.

Policy:

Tel Hai Development, Inc. will clearly state the purpose and use of funds that are raised through any of its initiatives.

Procedure:

Background

- Tel Hai Development is a registered 501(c)3 organization created to raise funds to support the mission of Tel Hai Retirement Community. Founded in 1980 as Tel Hai Charities, it was renamed in 2005 to reflect the current priorities of the department relative to the overall goals of the organization.
- The primary purpose of the organization is to raise funds for Tel Hai Retirement Community through a variety of activities. Additionally, Tel Hai Development provides service to the Tel Hai Retirement Community chapel by receipting Chapel collections.
- The Board of Directors, Tel Hai Services, Inc. bears fiduciary responsibility for Tel Hai Development and its fundraising activities. Additionally, the Board has delegated fundraising responsibility to the oversight of the Development Committee.

- The Development Committee is comprised of Board members and individuals representing donor perspectives. The committee reviews the strategic plan for the Development Office, and submits recommendations to the Board of Directors for endorsement. Additionally, the committee delegates responsibility and oversight of particular initiatives to subcommittees.
- Currently there are ad-hoc subcommittees for events and the ReSale shop.
- Management of the Development Office is conducted by the Vice President, Development. This staff person reports directly to the President & CEO and supports the work of the Development Committee.
- The Board of Directors delegates responsibility for soliciting funds to the direction of the President & CEO through the Development Department.
- The Development Department is responsible to monitor all applicable rules, laws and ethical considerations concerning soliciting charitable funds that are observed and understood.
- On campus solicitation of funds for any aspect of Tel Hai Retirement Community's mission require the approval and oversight of the Development Office.

Funds

Funds raised by Tel Hai Development will be directed toward particular funds which support aspects of the organization's mission and fulfill the donor's wishes.

- Care Assurance – this is a Board directed fund which is invested for the purpose of using interest and earnings to offset costs of providing care to residents who cannot pay the entire cost of the services delivered.
- Unrestricted – these are funds for which the donor does not designate a use, or designates “where most needed.” Tel Hai Retirement Community will use these funds to help offset costs of maintaining a development office, as well as uses that it chooses. See Gift Counting Policy #0028, page 3– realized bequests for additional information.
- Restricted/Departmental. These are funds that are designated for a use in a particular Tel Hai Retirement Community department. There could be a variety of uses. Examples of commonly donated restricted funds include:
 - *Chapel Fund/Expenses*. There are regular offerings that are used to offset costs of furnishing the chapel and providing sound and items like hymnals, Bibles, printing and bulletins. Additionally, an offering is held to offset costs of paying speaker honorariums and providing the organist and speaker lunch, as well as offsetting costs of chaplains attending seminars.
 - *Human Resources*. From time to time funds are donated for events or items that are used to reward and recognize employees.
 - *Good Samaritan – Employee Disaster Fund*. This fund is used to provide direct financial assistance to employees who face unusual financial hardships or losses.
- Sarah Wright Endowment. This endowment was established in 1993 to provide direct assistance to employees and employee dependants who are seeking career enrichment or higher education.