



ATHENS COLLEGE *of* MINISTRY

Support-Raising Policies

Charitable Giving for Guidelines for Designated Funds

Because the *Athens College of Ministry* is a non-profit (501 C3) organization, businesses and individuals may send gifts directly to ACMin as a form of charitable giving. We encourage staff and students to help build the overall base of ministry partners through personal support raising efforts. In order to be compliant with IRS guidelines:

- Checks must be written to the *Athens College of Ministry* and should NOT have the name of any designated individual indicated on the check.
- ACMin assumes full control of the distribution of all charitable gifts received.
- ACMin will retain 5% of all charitable giving made by credit card for administrative purposes.
- All charitable gifts made to ACMin are non-refundable.

Gifts to the Student Scholarship Fund

- Scholarship funds cannot be disbursed to students who discontinue enrollment in the *Athens College of Ministry*.
- Parents may not contribute to the ACMin Scholarship Fund on behalf of their dependents for the purposes of obtaining a charitable donation credit. Parents who pay tuition for their dependent students will receive a yearly Tuition Statement, IRS Form 1098-T.
- Student Scholarship funds may be distributed to the student in the form of both tuition and reasonable living expenses.

Gifts to ACMin Missions Efforts

- Donors are asked to designate the name of the mission trip supported with their gift, but not the name of individual trip participants.
- ACMin students' tuition payments must be current and up-to-date (i.e. no past due balance) in order to be permitted to raise support for mission trip work.

Gifts to the Staff Support Fund

- ACMin staff are contracted employees, receive a year-end W-2, and are responsible for their portion of state and federal payroll taxes.
- Gifts to the Staff Support Fund may only be distributed through the payroll process to those who are actively employed by ACMin and up to the amount of their employment contract.