



Administrative Services Policy

Purpose

The Allentown School District Foundation (ASDF) is reliant upon gifts and grants to cover its operational expenses. In order for ASDF to provide management services and program operations for the Allentown School District it serves, an administrative services fee must be levied in order to function as a viable entity.

Costs for Varying Services

Administrative services expenses vary for the types of programs implemented and/or the related program expenses created when managing a program or process. Bank fees, program management expenses including payment of vendors, public relations, project coordination, etc. are some of the day-to-day expenses incurred by the Foundation. Therefore, administrative services fees will vary.

Procedures

- All fees established below are subject to change with approval of the Executive Committee.
- The administrative services fee will be taken out of the total value of the gift or grant.
- Administrative services fees will be published on invoices and tax deduction/acknowledgement letters.
- The administrative services fees will be communicated to donors orally and/or in writing.

| Philanthropic Area | Overhead Rate |
|-------------------------------|----------------------|
| Athletic Program Grants | 5% |
| Civic or Municipal Grants | 0% |
| Conduit Program Funds | 0-4% |
| EITC Contributions | 20% |
| Corporate or Foundation Gifts | 5-10% |
| Gala Sponsorships | 100% |
| ASDF-Generated Grants | 10% |
| Individual Gifts Restricted | 10% |
| Individual Gifts Unrestricted | 100% |
| In-Kind Donations | N/A |
| Scholarship Contributions | 0% |
| Other | Advance Approval |

Approved 6/5/14; Revisions approved 8/1/19; Revisions approved 8/5/21