

**MURRAY STATE UNIVERSITY FOUNDATION, INC.
POLICY**

SUBJECT: Gifts Matched by Donor's Employer

DATE: October 2, 1998

PURPOSE

Many Murray State University (University) alumni and friends are employed by companies which match employee gifts to educational institutions. The Murray State University Foundation, Inc. (Foundation) encourages such giving programs and the company's contribution is acknowledged to be the same as if the employee had personally made the gift. The following procedures will be used in processing matching gifts:

PROCEDURES

1. The matching gift will be deposited into the same account as the individual donor's gift, unless otherwise specified by the donor or the company.
2. Matching gift forms sent by a donor with a pledge will not be sent to the company until the pledge is paid.
3. The receipt for the matching gift will be sent to the matching company. The matching gifts will be posted to the actual company and/or the Foundation, or charitable gift fund that the donation is coming from. The employee (original donor) gets matching gift relationship credit (like soft credit) for the match.
4. When calculating membership in gift clubs, matching gifts will be credited toward the membership of the employee.
5. Records shall be kept on companies providing matching gifts to the ~~MSU~~ Foundation. Any company making matching gifts which, in total equal or surpass the amount necessary to achieve membership in the Presidents Club, shall be granted all the benefits of Presidents Club membership. Companies making matching gifts below the Presidents Club level shall be recognized in the honor roll of donors.*

*** Revised Gift Club Levels Attached as Exhibit 1**

MURRAY STATE UNIVERSITY DONOR RECOGNITION GIFT CLUBS

TYPE	CLUB	LEVEL	AMOUNT
Cumulative	Rainey T. Wells Society	Founder	One time outright gift of \$250,000+
		Laureate	Cumulative and/or documented deferred gifts totaling \$500,000 or greater
Annual	President's Club	Advisor	\$100,000 - \$249,999
		Circle	\$50,000 - \$99,999
		Council	\$10,000 - \$49,999
		Cabinet	\$1,000 - \$9,999
		Partner	\$100 - \$999
Planned	Heritage Society		Documented Planned Gift
Annual	Dr. John W. Carr Society		Consistent annual giving (20 or more years since 1988)
	1922 Society		Recognizes support for alumni legacy scholarships (for children and grandchildren of alumni)

Membership in President's Club can be achieved through contributions of cash, real estate, appreciated securities, or gifts-in-kind, while membership in the Heritage Society is conferred for documented planned gifts such as wills, trusts, or life insurance policies. Office of Development staff would be happy to discuss contribution options with you. Please contact the Development office by telephone at 270-809-3001 or 800-282-0033.