

I. ANNUAL ENDOWMENT BENEFACTOR REPORT

Outline by Katrina Freeburg, Director of Individual Giving

Purpose

To steward endowment benefactors and contacts, the Director of Individual Giving prepares an annual report for each endowment fund. The purpose of the report is to summarize contributions made in the previous fiscal year and educate benefactors about the impact of these contributions.

The term benefactors refers to all donors and stewardship contacts for an endowment. Stewardship contacts who are not the original donors may include the children or executors of a deceased donor, or the program officer of a foundation.

Reports for individual, foundation and family endowments are sent to the donor and/or stewardship contact. Reports for class endowments are sent to the entire class or a representative group, such as the reunion committee. Reports for the Alumni Endowment are sent to the Alumni Board. Reports for deceased donors and the Seattle Prep Endowment are sent to the Board of Trustees, with copies to the Controller and Chair of the Investment Committee. A detailed distribution list is located in List 1.

The Director of Individual Giving is responsible for preparing and sending the report. Some materials are prepared or populated by colleagues in the Development/Alumni and Business Offices as outlined in Table 1.

Table 1. Endowment Report Enclosures

Enclosure	Source and contents
Cover Letter	Written by the Director of Individual Giving. Signed by the Director of Development and Director of Individual Giving
Endowment Fund Statement	Format is outlined by the Director of Individual Giving and populated by the Director of Stewardship in consultation with the Controller. Contents include contributions for the year, fund balance, approximate fund earnings and tuition costs for the year.
Endowment Portfolio Performance Report	Produced by the Controller and Chair of the Investment Committee after the audit.
Student Thank You	Content is outlined by the Director of Individual Giving, written by the assigned student, and collected by the Director of Alumni Relations during the student "Thankathons."

Additional Reports

Non-Scholarship Endowments

There are several donors who established endowments for unrestricted operating or program support. These donors also receive an annual benefactor report with slightly modified contents as outlined in Table 2.

Table 2. Non-Scholarship Endowment Report Enclosures

Enclosure	Source and contents
Cover Letter	Written by the Director of Individual Giving. Signed by the Director of Development and Director of Individual Giving
Contribution Statement	Format is outlined by the Director of Individual Giving and populated by the Director of Stewardship. Contents include contributions for the year, fund balance, approximate fund earnings and operating or program costs for the year.
Endowment Portfolio Performance Report	Produced by the Controller and Chair of the Investment Committee after the audit.
Faculty Thank You	Content is outlined by the Director of Individual Giving and written by the appropriate faculty or staff.

Non-Endowment Donors

There are several donors who make significant contributions for tuition assistance in lieu of establishing an endowment. These donors also receive an annual benefactor report with slightly modified contents as outlined in Table 3.

Table 3. Non-Endowment Report Enclosures

Enclosure	Source and contents
Cover Letter	Written by the Director of Individual Giving. Signed by the Director of Development and Director of Individual Giving
Contribution Statement	Format is outlined by the Director of Individual Giving and populated by the Director of Stewardship. Contents include contributions for the year and tuition costs for the year.
Student Thank You	Content is outlined by the Director of Individual Giving, written by the assigned student, and collected by the Director of Alumni Relations during the student "Thankathons."

Report Distribution

Reports are mailed no later than Christmas, but can go earlier if materials are ready. If time allows, the Director of Individual Giving may personally deliver reports to local donors. Reports are emailed to specific family and class contacts listed in Table 4 below.

Table 4. Report Distribution List

Endowment Name	Stewardship Contact	Distribution Method
Alumni Endowment	Alumni Board	Email
Baker Family Scholarship	Board of Trustees	Deliver to Chair at board meeting Mail to Controller, Investment Chair
Class of 1958	Class steward - J.G.	Mail and email
Class of 1962 in Memory of George Smith	Class steward - C.H.	Mail and email
John Wayne Class of 1965	Class stewards - Y.O. and P.B.	Mail
Class of 1966	Reunion Committee	Email
Class of 1974	Class stewards - D.S., K.W. and J.M.	Email
Class of 2016 Fund for Service	Send to entire class	Email
Class of 2017	Send to entire class	Email
Class of 2018	Send to entire class	Email
Class of 2019	Send to entire class	Email
Nestle Foundation	Program Officer - M.L.	Mail
Seattle Prep Endowment	Board of Trustees	Deliver to Chair at board meeting Mail to Controller, Investment Chair
Walker Family Fund	J.P.	Mail
Young Family Scholarship	Executor - D.J.	Mail