

LETTER OF INTENT TO DONATE

Effective Date: _____

Nicole Wise Williams
Chief Advancement Officer
978-535-7100 x515
nicole.williams@ccamail.org

RE: Covenant Christian Academy

This donation letter of intent (the "Letter of Intent") represents the basic terms for an agreement that shall be considered ☐ binding ☐ non-binding. After this Letter of Intent has been made, a formal agreement may be constructed to the benefit of the Parties involved.

I. The Donor: _____ (the "Donor").

II. Covenant Christian Academy (the "Donee").

III. The Donation: Choose One (1)

☐ One-time Monetary Donation: The Donor wishes to make a one-time monetary donation to the Donee in the amount of \$_____.

☐ Recurring Pledge e.g., weekly, monthly, quarterly: The Donor wishes to make a recurring donation of \$_____ to the Donee ☐ weekly ☐ monthly ☐ quarterly beginning _____ and ☐ ending _____ for a total donation of \$_____ OR ☐ ongoing until further notice.

☐ Annual Pledge: The Donor wishes to make an annual donation of \$_____ to the Donee each year for _____ years, beginning _____ for a total donation of \$_____.

☐ Other: The Donor wishes to donate the following to the Donee: _____

_____.

IV. Donation Designation: The above-described donation should be used for the following purpose(s):

_____.

V. Alterations to Donation Designation: The Donee may need to alter the donation designation to ensure that current priorities are met. Should this be required, the Donee will respect the initial intent of this letter as closely as possible.

VI. Donation Recognition: *Choose One (1)*

☐ The Donor agrees to be recognized for the donation under the following name(s):

_____.

☐ The Donor wishes to remain anonymous.

VII. Ways to Give:

☐ Cash or Check (If paying by check, make check payable to Covenant Christian Academy.)

☐ Credit Card: Pay directly online here.

☐ Donor-Advised Funds: Please coordinate with your financial institution.

☐ Stock or ACH Wire Transfer: CCA gladly accepts stock transfers via Fidelity. Stock and ACH wire transfers do not incur processing fees. Please contact Jessica Rossotti, Chief Finance and Operating Officer, at 978.535.7100 to coordinate.

☐ Planned Giving: A gift of an appreciated asset or a gift in your will or trust are easy and impactful ways to support what matters to you. Please coordinate with your financial institution.

☐ Qualified Charitable Distributions (QCD): A Qualified Charitable Distributions (QCDs) is a withdrawal from an Individual Retirement Account (IRA) sent directly to an organization such as CCA. Please coordinate with your financial institution.

☐ InKind Donations: Contact us at nicole.williams@ccamail.org with a description and appraised value of the item(s) you would like to give to CCA. We will happily research the best way to utilize your in-kind gift.

VIII. Organization Type: Covenant Christian Academy (the Donee) is Classified as a 501(c)(3) non-profit organization by the standards of the Internal Revenue Service (IRS). Therefore, the donation may be tax-deductible to the extent allowed by law.

IX. Currency: All mentions of currency or the usage of the “\$” icon shall be known as referring to the US Dollar.

X. Governing Law: This Letter of Intent shall be governed under the laws of the State of Massachusetts.

XI. Acceptance: If you are agreeable to the aforementioned terms, please sign and return to Nicole Wise Williams at nicole.williams@ccamail.org.

DONOR

Donor's Signature _____ Date _____

Print Name _____

DONEE

Authorized Signature _____ Date _____

Print Name _____