



THE AMERICAN FRIENDS OF JAMAICA

DONOR INFORMATION

As a 501(c) (3) non-profit organization, AFJ relies on individual and corporate contributions made by donors who believe in our work and will advocate on our behalf. To ensure their generosity merits the respect and trust of the general public and that donors and prospective donors can enjoy complete confidence in our fiduciary stewardship of their gifts, the American Friends of Jamaica monitors compliance with applicable federal and state regulations, files audited financial statements, and makes material information available to donors upon requests. Donors are routinely informed of the organization's mission, of the organization's needs, and of the way the organization uses donated resources. Please refer to the AFJ website: www.theAFJ.org

DONATIONS

Donor funds are classified as either "restricted" or "unrestricted". A donor may choose to establish any of the following contributions to address issues and needs of interest:

Unrestricted Funds

Unrestricted funds enable the foundation to meet the pressing needs of our grantees, as well as to meet operational expenses of the AFJ. Funds derived from AFJ fundraising activities are retained as unrestricted funds. These funds are used primarily to address the ongoing needs of our charities relating to education, healthcare, and economic development. Such charities are selected through AFJ's annual application process. The AFJ will not apply any administrative fee to unrestricted gifts.

Restricted Funds

Restricted funds are paid to AFJ to be distributed or otherwise managed based on specific donor instructions. Restricted funds may be earmarked by the donor for a targeted purpose or field of interest, or directed to a specific qualified charity upon donation or at a future point in time.

Administrative Fee

Effective January 2011, restricted funds received by the American Friends of Jamaica for a donor's specific purpose will be assessed a 3% fee. Administrative fees will not be assessed on restricted funds received prior to January 1, 2011.

The AFJ's administrative fee is utilized to compensate the AFJ for its responsibilities and transactions relative to restricted funds paid to AFJ, i.e., transfer of funds, management/ investment of funds where applicable, providing tax receipts, ensuring receipt of funds by designee, and annual reporting requirements.

The administrative fee does not include any credit card and wire transfer charges assessed to AFJ, which will be added to the 3% administrative fee. Applicable fees will be levied upon receipt of the funds.

Restricted funds received with instructions for full disbursement will be disbursed within 30 days of AFJ's receipt of funds. Otherwise, restricted funds will be managed/invested by AFJ in accordance with the donor's instructions, or in the absence of such instructions, under the direction of the AFJ Board.

Method of donation	Check/Credit Card/Phone/Wire Transfer/Acteva	
Disbursements	Determination of eligible philanthropic entity to receive charitable funds	
	General Fund (unrestricted)	Designated and Directed Funds (restricted)
	Immediate deposit of donated funds	Collaborate with and advise donor
	Arrange transfer of funds as required	Notify selected charity
	Provide donors with tax receipts	Arrange transfer of funds
	Select grantees annually for General Fund disbursements	Provide donors with tax receipts
Procedures	Thank you communication to donor	
	Build and maintain relationships	
	Obtain report from grantee	
	Share grantees' report at donor's request	
	3% processing fee; plus credit card/transaction fees (if applicable)	
	Monitor compliance with applicable IRS and State of New York charitable requirements	