

Development Important Information Calendar Year-End 2016

As we approach the important year end period, I want to take this opportunity to share with you the scheduled availability and contact information for a number of University Relations departments, as well as our partners in the Controller’s Office and the Investment Office. Also, I have included information on mail and package processing during the holidays, gift processing and deadline information, technical support availability, and contact information for selected UR staff. Please take a few minutes to review this information and contact me with any questions or concerns.

With best wishes for a successful year end and a very blessed Christmas,

Brian Dean
Senior Director, Development Operations
574-631-2456 (office)
574-274-3643 (cell)
Brian.J.Dean.42@nd.edu

Development Working Hours

Official University Holiday – The University is closed Friday, 12/23/16 through Monday, 1/2/17.

Development Holiday Hours – Outlined below are the hours for key offices during the holiday period. The 405 Main Building offices will be closed. In the event of inclement weather, managers may make adjustments to this schedule.

Date	Donor Services	Donor Experience	AGP Staff	ESC Offices	Gift Planning	Controller’s Office	Investment Office
12/23	8:00 – 4:00 ¹						12:00-3:00
12/24							
12/25							
12/26						9:00-4:00	
12/27	8:00-4:00	8:00-4:00	12:00-4:00	12:00-3:00 ²	12:00-4:00 ³	9:00-4:00	12:00-3:00
12/28	8:00-4:00	8:00-4:00	10:00-4:00	12:00-3:00 ²	12:00-4:00 ³	9:00-4:00	12:00-3:00
12/29	8:00-4:00	8:00-4:00	10:00-4:00	12:00-3:00 ²	10:00-4:00 ³	9:00-4:00	12:00-3:00
12/30	8:00-4:00	8:00-4:00	10:00-4:00	12:00-3:00 ²	10:00-4:00 ³	9:00-4:00	12:00-3:00
12/31	8:00-12:00 ⁴	8:00-12:00 ⁵					
1/1							
1/2							

¹ Minimal staff phone coverage; no gift processing

²ESC Staff will only be in the office to pick up the mail and deliver it to Grace Hall

³ Minimal staff will be available for planned giving matters. If they are not busy, Gift Planning staff will leave early

⁴ Minimal staff phone coverage; processing credit card gifts ONLY

⁵ Limited phone coverage

Contact Information

Donor Services: Donor Services may be reached at 631-5150 during established working hours.

405 Main: During the University holiday, the main phone line in 405 Main (631-5089) will have an out of office voicemail message and will direct callers to the Donor Services line for assistance with gifts. Individual 405 Main staff will check email and voicemail when they are able.

Eddy Street: During the University holiday, the front desk phone line (631-7164) will be forwarded to 631-5150 (Donor Services). Individual development staff will check email and voicemail on a regular basis.

Gift Agreements: Brian Dean will be available in the office (1-2456), via email (bdean3@nd.edu) and cell phone (574-274-3643) for gift agreement review.

<u>Gift Planning:</u>	Tuesday, 12/27:	Jennifer Koebel	1-6368
		Michelle Shakour	1-5107 (morning)
		Greg Dugard	1-5776 (afternoon)
	Wednesday, 12/28:	Brooke Wenzel	1-3066
		Greg Dugard	1-5776 (morning)
		Patrick Brennan	1-8605 (morning)
		Rich Naponelli	1-6302 (afternoon)
		Rob Ortiz	1-0223 (afternoon)
	Thursday, 12/29:	Jennifer Koebel	1-6368
		Michelle Shakour	1-5107 (morning)
		Ken Hendricks	1-5116 (morning)
		Chris DeTrempe	1-7872 (afternoon)
		Rob Ortiz	1-0223 (afternoon)
	Friday, 12/30:	Brooke Wenzel	1-3066
		Dawn McGrath	1-6369
		Chris DeTrempe	1-7872 (morning)
		Rich Naponelli	1-6302 (morning)
		Ken Hendricks	1-5116 (afternoon)
		Patrick Brennan	1-8605 (afternoon)

Gift Planning will follow their standard procedure for the review and transmittal of Gift Planning Agreements. Gift Planning Directors will prepare their own documents that require signature by Micki Kidder or Lou Nanni and submit to Greg Dugard for approval via email. Please let Greg Dugard know if you are expecting any planned gifts to come in during the break. Availability of the following staff is listed below for the period 12/23/2016 – 1/2/2017.

Greg Dugard: available via email
Drew Paluf: available via email
Micki Kidder: available via email and cell phone

Donor Experience and Annual Giving Programs: May be reached at 631-5198 during established business hours. Remaining staff will be checking email and voicemail at least twice daily. For details on all recognition societies and football lotteries, visit: <http://supporting.nd.edu/annual-giving/football-ticket-lottery-policy/>

Controller's Office: Lisa Kresnak
(for gifts of securities) Senior Accountant, Security Gifts
University of Notre Dame
808 Grace Hall
Notre Dame, IN 46556
ekresnak@nd.edu
phone: 574-631-9947
fax: 574-631-8549

Technical Support

Technical support will be available on-call during Donor Services office hours for Advance, iModules, and desktop issues.

Technical Support –Help Desk, 631-2678
Advance and iModules Application Support – Donna Adams, 631-3019
Escalation Contact – Carleen Quinlan, 574-274-7493

For urgent reporting requests/problems, submit a ticket through the Data Request Form on the UR website and a member of the Information Strategy team will respond.

Technical support for *myNotreDame* (login/registration issues) will be available through the *myNotreDame* Help Desk: 631-1579

Alumni Association staff will not be in the office. However, they will be answering email and voicemail from donors trying to log into *myNotreDame*.
Escalation Contact – Mark Welch 574-210-0072.

Development Staff Contact Information

Cell phone information for key Development staff members.

Development Office Contacts:

Ryan Brennan	574-292-9066 (cell)
Brian Dean	574-274-3643 (cell)
Micki Kidder	574-229-1190 (cell)
Carleen Quinlan	574-274-7493 (cell)
Brad Goff	574-315-3000 (cell)

Gift Planning Contacts:

Chris DeTrempe	574-387-0308 (cell)
Patrick Brennan	574-850-6972 (cell)
Greg Dugard	574-329-3054 (cell)
Ken Hendricks	574-850-2494 (cell)
Rob Ortiz	574-339-6402 (cell)
Rich Naponelli	815-236-0550 (cell)
Michelle Shakour	574-286-6209 (cell)

Mail and Package Delivery

Courier Service

The last day for courier service pick up Wednesday, December 21st. The last day for courier service drop off will be by the morning of Thursday, December 22nd. There will be no afternoon courier service on the 23rd. Normal courier service will resume on January 3rd.

US Mail

Notre Dame Mail Distribution will be open December 27th and 29th from 8:00 to 11:00 a.m. The USPS office in Hammes Mowbray will be open 9:30 – 4:00 on December, 27-30.

Grace Hall

- Packages and mail from the US Postal Service addressed to 1100 Grace Hall, and inter-office campus mail will be picked up by Donor Services staff on December 27th and 29th from campus mail distribution for processing.
- Donor Services will pick up mail sent to P.O. Box 519 from the Notre Dame Post Office every day they are processing.

Main Building

- 405 Main Building mail for Lou Nanni and Drew Buscareno will be picked up at mail distribution and reviewed by Stacy Koebel in Donor Services.
- Non-gift mail for 405 Main will be held in Donor Services and will be returned, via campus mail, to 405 Main on January 3rd.

113 Joyce

- Gifts mailed to Athletics Advancement at 113 Joyce will be forwarded to Grace Hall for review and processing on January 3rd.

Eddy Street Commons

- Development Staff from Eddy Street will sort the mail at ESC following delivery and then transfer all gifts to Grace Hall to prepare for gift input.

UPS and FedEx:

- Packages addressed to 1100 Grace Hall or 405 Main will be delivered to the ND Security Office in Hammes Mowbray. Donor Services staff will contact them daily regarding packages and will pick up as needed from the Security Office.
- Packages addressed to the Eddy Street Offices will be delivered to the Investment Office during their working hours and picked up by Eddy Street Development staff and gifts will be prepared for processing.
- Please encourage any donors who are sending mail or UPS/FedEx during the year-end time to mail to 1100 Grace Hall, Notre Dame IN 46556.
- For Outgoing FedEx/UPS, please call FedEx or UPS to schedule a pick-up. If the package is CRITICAL, we recommend that it be taken to a FedEx or UPS store directly for shipping.

Gift Deadlines & Processes

Checks

To be recorded for Tax Year 2016, donations made by check must either be received in Donor Services prior to close of business on 12/30/16 (hand delivered, call Donor Services to arrange entry to the building) OR have an envelope postmarked on or before 12/31/16.

Credit Cards

On-Line: Gifts submitted on-line before midnight **(11:59pm) Local Time, 12/31/2016** will be credited as a 2016 gift. Please be aware that these gifts may not all be processed before year end, but the IRS recognizes them at the time the credit card is charged. On-line giving is the preferred method for credit card gifts since it gives donors instant confirmation of the gift as a 2016 event and is not dependent on Notre Dame working hours or gift volume.

Mail-in: Credit card gifts that are received by mail must be processed by the **end of our business day on 12/30/16** in order to be counted as a 2016 gift for tax purposes. This differs from the deductibility of checks mailed before year-end for which the date of mailing (postmark) is the date of the contribution. If you are aware of a donor who plans to mail a credit card gift, please encourage them to mail it by Monday, **December 14th** to help ensure it can be processed by year end.

Phoned-In: Similarly, credit card gift received by phone must be processed by the **end of our business day on 12/31/16** in order to be counted as a 2016 gift. Starting at noon (12:00 PM EST) on 12/31/16 Donor Services will be advising donors who call, via voice mail message, to give on line if they want to ensure a CY2016 gift.

Wire Transfers and ACH Gifts

Monetary gifts can be wired or sent electronically through an ACH transaction. **To receive CY2016 credit, these gifts must be received into Notre Dame's account on 12/30/16 by 3:00 p.m. EST for foreign donations and 5:00 p.m. EST for domestic donations.** Please note that the sending institutions for wire transfers and ACH gifts (the donor's bank) may have earlier deadlines. Additional Wire Transfer information is appended to this document, or you may contact Donor Services at 631-5150 during their published hours for specific instructions for wire or ACH transfers.

Mutual Fund Transfers

The deadline for mutual fund transfer requests is 12/14/2016. After this date, shares may not be liquidated by calendar year end because transfers from the donors mutual fund account to Schwab can take fifteen days or more.

Securities

Securities gifts that are not being used to purchase units in the endowment (expendable gifts or pledge payments, capital gifts or pledge payments) must be in the relevant **Notre Dame account no later than 4:00 p.m. EST on 12/30/2016** to be credited as a 2016 gift. If stock certificates are mailed, they must be postmarked 12/31/2016 or earlier.

Securities gifts that will be used to purchase units in the endowment must be in the relevant **Notre Dame account no later than 4:00 p.m. EST on 12/23/2016** to purchase units by December 30, 2016.

Please see other restrictions related to timing under “trusts” below.

If you are aware of securities gifts that are coming to Notre Dame, please contact Lisa Kresnak and Stacy Koebel. In addition, contact Ken Hendricks and Greg Dugard for any gifts of securities intended for planned giving vehicles or Donor Advised Funds. Also, any gift of privately held securities or illiquid securities will require the involvement of the Office of Gift Planning. **Be prepared with Donor name/Advance ID, type of security, expected amount/number of shares, and any restrictions or designations for the gift. This will allow us to properly identify the gift when it arrives.**

Stock gifts can be transferred to the University electronically through the Depository Trust Company (DTC). The instructions for electronic transfers of stock are available on our website at <http://supporting.nd.edu/make-a-gift/stock-transfers>.

If brokers require further information, have them contact:

Charles Schwab & Co., Inc.
137 North Meridian Street
Indianapolis IN 46204
(800) 217-2421 or (317) 634-2484

Trusts

Please send the appropriate documents to J.J. Marler as soon as possible. He will need a copy of the trust agreement to enable him to purchase units before year end.

Trusts funded with cash: The cash/wire must be received into Notre Dame’s account on 12/30/16 by 3:00 p.m. EST.

Trusts funded with publicly traded securities: The transfer into our Schwab account must be made no later than 4:00 p.m. EST on 12/23/2016 to ensure unit purchase prior to year end.

If a donor uses a brokerage firm other than Schwab or if a mutual fund company is to receive the assets, allow for two to three weeks to collect the sale proceeds. Mutual funds in particular have taken up to six weeks to complete the transfer. We do not have on-line access or active relationships with other firms to inform us securities have been transferred. Please forward any communication from the donor on this issue to Lisa Kresnak in order to expedite the transfer process.

Appendix 1

INSTRUCTIONS FOR DTC TRANSFER OF SECURITIES TO THE UNIVERSITY OF NOTRE DAME

To transfer securities to the University of Notre Dame via DTC, please use the following instructions:

DTC #0164, Code 40
University of Notre Dame Charles Schwab Account No. 8992-3609
Donor Name & Address: _____

In order to promptly and accurately credit a security gift to the appropriate donor, it is essential that the transfer instructions include the donor's name and address. Without this information we are occasionally unable to identify the donors of certain securities.

In order to determine if a security gift is to be an unrestricted gift or to be applied to a specific use or purpose, please contact Stacy Koebel-Harder in our Development Office at (574) 631-5546 or e-mail her at Stacy.Koebel.1@nd.edu.

If your broker requires further information, he or she should contact a Controller's Office representative or:

Charles Schwab & Co., Inc.
137 North Meridian Street
Indianapolis IN 46204
(800) 217-2421 or (317) 634-2484
Fax: (317) 634-2480

Notre Dame Controller Office contacts are:

Primary Contact:

Ms. Lisa Kresnak
Senior Accountant, Security Gifts
808 Grace Hall
University of Notre Dame
Notre Dame, IN 46556
E-Mail: ekresnak@nd.edu
(574) 631-9947
Fax: (574) 631-8549

Jason Little
Associate Controller
833 Grace Hall
University of Notre Dame
Notre Dame, IN 46556
E-Mail: jlittle1@nd.edu
(574) 631-3579
Fax: (574) 631-8549

Drew Paluf

Associate Vice President for Finance and Controller
805 Grace Hall
University of Notre Dame
Notre Dame, IN 46556
E-Mail: apaluf@nd.edu
(574) 631-6401
Fax: (574) 631-8549

Appendix 2

Procedures for wire transfer to send funds electronically to the University of Notre Dame:

Bank Name	JP Morgan Chase Bank, N.A. Chicago, IL
ABA# For Wire Transfer Gifts ONLY:	021000021
ABA# - For ACH Transfer Gifts ONLY:	071000013
SWIFT Code (Foreign Wire Transfers)	CHASUS33
Account Name	University of Notre Dame du Lac Development Receipts Account
Account Number	Contact Donor Services for Acct. # (631-9385) Or view at https://ur.nd.edu/dnldr.php?url=appendix2.pdf
Beneficiary	Development Office Attention: Stacy Koebel-Harder (574) 631-5546 Reference donor name and gift purpose on document