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Development
2020 Calendar Year-End
Important Information

Development Working Hours

Official University Holiday

The University is closed Monday, 12/21/2020 through Tuesday, 01/05/2021.

Development Holiday Hours

Outlined below are the hours for key offices during the holiday period.
In the event of inclement weather, managers may adjust to this schedule.
Please note the 405 Main Building offices will be closed.

PLEASE NOTE: Regional Development staff will receive more specific detail about mail and processing of gifts received at Eddy Street no later than December 18th.

Date	Day	Gift & Data Management (Grace Hall)	Annual Giving (Eddy St)	ESC Staff	Gift Planning (Eddy St)	Controller's Office (Grace Hall)
12/21/20	Monday	8:00 - 4:00	8:00 - 4:00	9:30 - 12:00 ¹	12:00 - 4:00 ²	8:00 - 4:00
12/22/20	Tuesday	8:00 - 4:00	8:00 - 4:00	9:30 - 12:00 ¹	12:00 - 4:00 ²	8:00 - 4:00
12/23/20	Wednesday	8:00 - 4:00 ⁴	8:00 - 4:00	9:30 - 12:00 ¹	10:00 - 12:00 ²	8:00 - 4:00
12/24/20	Thursday					8:00 - 1:00
12/25/20	Friday					
12/26/20	Saturday					
12/27/20	Sunday					
12/28/20	Monday	8:00 - 4:00	8:00 - 4:00	9:30 - 12:00 ¹	10:00 - 4:00 ²	8:00 - 4:00
12/29/20	Tuesday	8:00 - 4:00	8:00 - 4:00	9:30 - 12:00 ¹	10:00 - 4:00 ²	8:00 - 4:00
12/30/20	Wednesday	8:00 - 4:00	8:00 - 4:00	9:30 - 12:00 ¹	10:00 - 4:00 ²	8:00 - 4:00
12/31/20	Thursday	8:00 - 12:00 ³	8:00 - 12:00	9:30 - 12:00 ¹	10:00 - 2:00 ²	8:00 - 12:00
1/01/21	Friday					
1/02/21	Saturday					
1/03/21	Sunday					
1/04/21	Monday	8:00 - 4:00	8:00 - 4:00	9:30 - 12:00 ¹		8:00 - 4:00
1/05/21	Tuesday	8:00 - 4:00	8:00 - 4:00			8:00 - 5:00

¹ ESC Staff will only be in the office to process the mail.

² Minimal staff will be available for planned giving matters.

³ Phones only, processing until credit cards are run.

⁴ Limited staff (phones and email priority)

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Contact Information

Gift Management: Gift Management 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 Gift Management 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 (Gift Management). Individual development staff will check email and voicemail on a regular basis. For questions about Eddy Street front desk coverage, please contact Carolyn Hardman (574-514-1632 or chardma1@nd.edu).

Gift Agreements: Katherine Cinninger will be available via email Katherine.M.Cinninger4@nd.edu for gift agreement review.

Gift Planning: Specific GPO's will be added once a schedule is finalized

Monday, 12/21:
(12:00 - 4:00 p.m.) Chris DeTrempe
Patrick Brennan
Jen Koebel
Anne Wieber ~ on call only

Tuesday, 12/22:
(12:00 - 4:00 p.m.) Chris DeTrempe
Patrick Brennan
Maureen Daday
Anne Wieber ~ on call only

Wednesday, 12/23:
(10:00 a.m. - 12:00 p.m.) Rich Naponelli
Jessica Brice
Anne Wieber
Maureen Daday ~ on-call only

Monday, 12/28:
(10:00 a.m. - 4:00 p.m.) Chris DeTempe
Jessica Brice
Maureen Daday
Carolyn Lax ~ on-call only

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Tuesday, 12/29:

(10:00 a.m. - 4:00 p.m.) TJ Pillari
Rich Naponelli (10:00 am - 1:00 pm only)
Jessica Brice (1:00 pm - 4:00 pm only)
Jen Koebel
Carolyn Lax
Maureen Daday ~ on-call only

Wednesday, 12/30:

(10:00 a.m. - 4:00 p.m.) TJ Pillari
Rich Naponelli (10:00 am - 1:00 pm only)
Patrick Brennan (1:00 pm - 4:00 pm only)
Carolyn Lax
Maureen Daday
Jen Koebel ~ on-call only

Thursday, 12/31:

(10:00 a.m. - 2:00 p.m.) Rich Naponelli
Patrick Brennan
Jen Koebel
Carolyn Lax
Maureen Daday ~ on-call only

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 Heather Christophersen or Lou Nanni. Please let Rich Naponelli know if you are expecting any planned gifts to come in during the break.

Annual Giving:

Annual Giving may be reached at 631-5198 during established [business hours](#). Brian Diss will be checking email and voicemail at least twice daily. For football lottery FAQs, visit: giving.nd.edu/ways-to-give/football-ticket-information

Controller's Office:
(for gifts of securities)

Lisa Kresnak
Manager, Broker Services
University of Notre Dame
808 Grace Hall
Notre Dame, IN 46556
ekresnak@nd.edu
phone: 574-631-9947
fax: 574-631-8549

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Technical Support

Technical support will be available on-call during Gift Management office hours for Advance, crmND, Hivebrite, and desktop issues.

Technical Support –Help Desk, 631-2678
crmND, Advance and Hivebrite Support – Carleen Quinlan, 574-274-7493
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 Technology and Services 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:

Greg Dugard	574-329-3054 (cell)
Stu Fortener	574-299-6300 (cell)
Sara Liebscher	574-850-2016 (cell)
Heather Christophersen	773-206-0411 (cell)
Jim Small	574-245-0177 (cell)
Brad Goff	574-315-3000 (cell)
Carleen Quinlan	574-274-7493 (cell)
Amy Schell	574-339-6791 (cell)

Gift Planning Contacts:

Rich Naponelli	815-236-0550 (cell)
TJ Pillari	574-210-1553 (cell)
Patrick Brennan	574-850-6972 (cell)
Chris DeTrempe	574-387-0308 (cell)
Jessica Brice	574-276-9154 (cell)

Mail and Package Delivery

US Mail

- Notre Dame Mail Distribution will be open from 8:00 a.m.-11:00 a.m on
 - Monday, December 21st
 - Wednesday, December 23rd
 - Monday, December 28th
 - Wednesday, December 30th
 - Monday, January 4th

- The USPS office in Hammes Mowbray will be open from 8:30 a.m. - 4:00 p.m. on December 21st- 24th, and 28th- 31st.

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Grace Hall

- Packages and mail from the US Postal Service addressed to 1100 Grace Hall, and inter-office campus mail will be picked up at campus mail distribution by Gift Management staff on December 21st, 23rd, 28th, 30th, and January 4th.
- Gift Management 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 Gift Management. Non-gift mail for 405 Main will be held in Gift Management and will be returned, via campus mail, to 405 Main on January 6th.

113 Joyce

- Gifts mailed to Athletics Advancement at 113 Joyce will be forwarded to Grace Hall for review and processing

Eddy Street Commons

- Regional Development Staff will pick up Eddy Street Office mail at the South Bend Post office.
- Development staff will prepare gifts and agreements for processing. Regional Development staff will receive additional information directly about mail and the processing of gifts received at Eddy Street no later than December 18th.

UPS and FedEx:

- Please encourage donors who are sending mail or UPS/FedEx during this year-end time to mail directly to 1100 Grace Hall, Notre Dame IN 46556.
- Packages addressed to 1100 Grace Hall or 405 Main will be delivered to the 1100 Grace Hall. Gift Management staff will process the packages as outlined above.
- Packages addressed to the Eddy Street Offices will be managed by staff working over break. Recipients will be contacted regarding items received. Please try and limit items being shipped to Eddy Street. Development staff will prepare gifts and agreements for processing.
- For Outgoing FedEx/UPS, we recommend envelopes and packages be taken directly to a FedEx or UPS store or dropbox for shipping.

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Gift Deadlines & Processes

Checks

To be recorded for Tax Year 2020, donations made by check must either be:

- received in Gift Management **prior to close of business on 12/31/20**
(if being hand delivered, call Gift Management to arrange entry to the building)
- have the envelope **postmarked on or before 12/31/20**

Credit Cards

Online: Gifts submitted on-line before midnight **(11:59pm) Local Time, 12/31/2020** will be credited as a 2020 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.* Online giving is the preferred method for credit card gifts since it gives donors instant confirmation of the 2020 gift.

Mail-in: Credit card gifts that are received by mail must be processed by the **end of our business day on 12/31/20** in order to be counted as a 2020 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 **Friday, December 11th** to help ensure it can be processed by year end.

Phoned-In: Similarly, credit card gifts received by phone must be processed by the **end of our business day on 12/31/20** in order to be counted as a 2020 gift. Starting at noon (12:00 PM EST) on 12/31/20 Gift Management will be advising donors who call, via voice mail message, to give online if they want to ensure a CY2020 gift.

Wire Transfers and ACH Gifts

Monetary gifts can be wired or sent electronically through an ACH transaction. **To receive CY2020 credit, these gifts must be received into Notre Dame's account on:**

- **12/31/20 by 3:00 p.m. EST for foreign donations**
- **12/31/20 by 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 Gift Management at 631-5150 during their published hours for specific instructions for wire or ACH transfers.

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Mutual Fund Transfers

The deadline for mutual fund transfer requests is 12/14/2020. 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 12/31/2020** to be credited as a 2020 gift. If stock certificates are mailed, *they must be postmarked 12/31/2020 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 3:00 p.m. EST on 12/28/2020** to purchase units by December 29, 2020.

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 Rich Naponelli 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 giving.nd.edu/ways-to-give/how-to-give/securities.

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

DAF Distributions

Distributable Funds - **Deadline for distribution requests is 12/07/20.**

Retained Funds - **Deadline for distribution requests is 12/21/20**

Donors should be directed to the DAF [Portal](#) to make any DAF transfer/grant recommendations. If they are unable to access the DAF [Portal](#), please forward their request to RaeLee Rea at DAFinfo@nd.edu.

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Trusts

Please send the appropriate documents to your Gift Planning officer as soon as possible. They will need the appropriate documentation to be able to purchase units before year end.

Trusts funded with cash: The cash/wire must be received into Notre Dame's account on 12/31/20 by 3:00 p.m. EST.

Trusts funded with publicly traded securities: The transfer into our Schwab account must be made no later than 3:00 p.m. EST on 12/28/2020 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 online 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.

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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: _____

University of Notre Dame Tax ID: 35-0868188

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.

In addition, please email Lisa Kresnak at ekresnak@nd.edu with the number of shares and securities you are transferring.

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 skoebel@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) 435-4000

*To obtain a **BIN** number for Mutual Fund gifts please contact Lisa Kresnak for instructions.*

Notre Dame Controller Office contacts are:

Primary Contact:

Ms. Lisa Kresnak
Manager, Brokerage Services
808 Grace Hall
Notre Dame, IN 46556
E-Mail: ekresnak@nd.edu
Office (574) 631-9947
Fax: (574) 631-8549

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

Drew Paluf
Assoc VP for Finance & Controller
805 Grace Hall
Notre Dame, IN 46556
E-Mail: apaluf@nd.edu
Office: (574) 631-6401
Fax: (574) 631-8549

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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# <i>For Wire Transfer Gifts ONLY:</i>	021000021
ABA# <i>For ACH Transfer Gifts ONLY:</i>	071000013
SWIFT Code (Foreign Wire Transfers)	CHASUS33
Account Name	University of Notre Dame du Lac Development Receipts Account
Account Number	790301915
Beneficiary	Development Office Attention: Stacy Koebel-Harder (574) 631-5546 <i><u>Reference donor name and gift purpose on document</u></i>

If you have any questions, please contact Stacy Koebel in Gift Management (631-9385)

You can also view this document at <https://ur.nd.edu/dnldr.php?url=appendix2.pdf>