



## **Steps to Donate Property, Art, or Jewelry**

### **1. *Contact the Advancement Office:***

- Reach out to the Director of Advancement at Holy Family Catholic School to discuss your intention to donate. She can provide specific guidance and answer any questions you may have.

### **2. *Provide Details of the Donation:***

- **Property:** Include information about the location, size, and current use of the property. An appraisal may be required to determine its fair market value.
- **Art:** Provide details about the artwork, including the artist, title, medium, dimensions, and any provenance or appraisal documents.
- **Jewelry:** Include information about the type of jewelry, materials, and any appraisal or certification documents.

### **3. *Appraisal and Documentation:***

- Obtain a professional appraisal to determine the fair market value of the item you wish to donate. This is important for both tax purposes and the school's records.
- Prepare any necessary documentation, such as deeds for property or certificates of authenticity for art and jewelry.

### **4. *Legal and Tax Considerations:***

- Consult with a tax advisor or legal professional to understand the tax implications of your donation. They can help ensure that you receive the appropriate tax benefits.
- The school may provide a donation receipt for tax purposes, reflecting the appraised value of the gift.

### **5. *Transfer of Ownership:***

- Work with the school's Advancement Office to complete the transfer of ownership. This may involve signing a deed for property or a transfer document for art and jewelry.
- Ensure that all legal requirements are met to finalize the donation.

#### **6. Recognition and Acknowledgment:**

- The school may offer recognition for your donation, such as naming opportunities or acknowledgment in school publications.
- Discuss with the Advancement Office how you would like your donation to be recognized.

By following these steps, you can ensure that your donation is processed smoothly and that it has a meaningful impact on the school's mission and students.

If you need more specific details or assistance, feel free to reach out to the school's Advancement Office directly at [advancement@holyfamilycs.org](mailto:advancement@holyfamilycs.org). Our director will be happy to guide you through the process.