

A Guide to Giving & Volunteering



For Town School Families



*The Town community is
engaged, involved and generous.*

As members of The Town School community, we hope you will support Town by volunteering and participating in the life of the school, as well as by making Town your philanthropic priority for charitable gifts.

Like all independent schools, The Town School relies not only on tuition, but also on Annual Giving, capital giving, endowment income and Parents' Association fundraising events to meet operating costs. Town depends on the generosity of its current parents, alumni/ae, parents of alumni/ae, grandparents, faculty, staff and friends to defray daily operating expenses. Over the years, a strong culture of philanthropy has taken root and is a testament to community support of Town's extraordinary N-8 education.

At Town, whether you give financially or of your time, you get so much in return. There are many ways to become involved: you can serve on a committee, make Annual Giving calls, or help out in a classroom or the library.

Inside you will read about specific opportunities for support throughout the school year. Your participation ensures that Town students continue to thrive.



ANNUAL GIVING

The cornerstone of fundraising at Town

A gift to Annual Giving is the single most important gift you can give to Town every year. Annual Giving is essential to covering daily operating expenses incurred during the current school year, as tuition provides about 80% of the cost of educating each student. Unrestricted Annual Giving allows donors to make a tax-deductible contribution while enabling the school to allocate resources to the programs that need it most. Every gift is greatly appreciated and when amassed with other gifts, makes a significant impact upon the school. The participation and generous support of the entire community is what makes Town a special place.

Annual Giving dollars enable the school to:

- Provide salaries and benefits to attract and retain exceptional teachers
- Create a diverse community of families
- Offer students and faculty the finest facilities
- Bridge the gap between tuition and the cost of educating each student
- Give our students the best N-8 program and experience possible
- Fund academic, artistic and athletic enrichment programs



OTHER GIVING OPPORTUNITIES

Endowment

Town's endowment of approximately \$30 million is a permanent, self-sustaining source of funding. Endowment assets are invested, and each year a portion of the earnings, "endowment draw," is paid out for operating expenses while the rest is used to build the fund's market value. In this way, an endowment fund can grow and can provide support in perpetuity.

A strong endowment benefits the school by providing a secure base of resources, which partially alleviates the need for raising core support, reducing dependence on specific funding sources, facilitating long-term financial planning and program objectives, and fostering programmatic flexibility and organizational change in working towards those goals. This allows Town to attract and retain top faculty, build innovative programs, and support student needs.

Capital Giving

Periodically the Head of School and the Board of Trustees identify building projects or programs that require large sums of money to implement. These capital improvements are investments in the school's future. They are not funded through tuition or Annual Giving, but through capital campaigns.

Parents' Association Fundraisers

During the school year, the Parents' Association offers services and events that generate funds for the operating budget for the current school year.

- Benefit Auction
- Book Fair
- Town Spirit Merchandise

The Esther Kramer Fund

The Board of Trustees enacted this fund in 1997 upon the retirement of Lower School Head Esther Kramer. It provides financial support to families whose children may need additional academic support. Contributions can be made on an ongoing basis.

Eighth Grade Gift

Every year parents of the graduating class raise money for a special class gift to the school. Recent class gifts have included solar panels to power the science labs, renovations to the cafeteria, and new gym lockers.

VOLUNTEERING

The Parents' Association

The Parents' Association promotes community building, providing a forum for parent information and many opportunities for parent involvement. Every parent is automatically a member of the P.A. Parent committees and volunteers organize events that strengthen school spirit and raise funds. Whether parents volunteer at a single event or serve on a committee, Town appreciates each parent's generous gift of his/her time and energy. Learn more about the P.A. through their homepage on Town Today.

- TownFest
- School Picnic
- Family Community Action
- Million Tree Planting Project
- Parent Diversity Committee



Classroom Volunteering

Throughout the year, parents have various opportunities to volunteer and be a part of their child's learning experiences. Involvement in the classroom allows parents to have a greater understanding of a Town education and their child's daily life. Teachers and P.A. Class Representatives will notify parents of volunteering opportunities as they arise.

- Field Trip Chaperone
- Library Volunteer
- Art Class Volunteer
- Bake Sale & Other Class Fundraising Events



WAYS OF GIVING

By Check - Cash gifts are tax-deductible. Checks should be made payable to “The Town School” and mailed to the attention of the Development Office.

By Credit Card & Online - Take advantage of rewards programs by using your MasterCard or Visa to donate. Credit card donations can be made online at www.thetownschool.org/donate. If you would like to make your payment over time, we can arrange a monthly or quarterly recurring gift.

Appreciated Securities - Gifts of stock, bonds, or other appreciated securities allow donors to avoid paying capital gains taxes and qualify for a charitable deduction. Please contact the Development Office if you would like to make a gift of securities.

Matching Gifts - By taking advantage of your employer’s matching gift program, donors can significantly increase the amount and impact of their gift.

Planned Gifts - An easy and inexpensive way to make a gift to Town is to make a commitment through your will. A bequest may take a number of forms, including a specific amount or a percentage of an estate.

MEET THE DEVELOPMENT STAFF

For information about how to participate in any of these charitable giving opportunities, please contact the Development Office:

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