

Sample Survey
FY2010 Precollegiate Survey
Section 1. Pledges & Testamentary Commitments

A. Outstanding Pledges Report the number and dollar amount of new contributions pledged (unconditionally) during the fiscal year but still outstanding at the end of the fiscal year, regardless of the promised payment date. Do not include pledges made in a previous year. Do not include pledge amounts paid during the reporting year. Pledges (unconditional promises) should not be counted in gift totals in Sections 3 and 4 of the VSE Survey.

	No. of Pledges	Amount \$
1. For current operations		
2. For capital purposes		

B. New Testamentary Commitments Report provisions made in wills (or through revocable trusts) during the fiscal year for which the institution has documentation. Documentation might include a photocopy of the pertinent portion of the will or trust document or a letter describing the commitment and its ultimate financial value to the institution. Do not include provisions that name the institution as a contingent beneficiary. Testamentary commitments (bequest intentions) should not be counted in gift totals in Sections 3 and 4 of the VSE Survey.

	Number of provisions	Face value of provisions \$	Present value of provisions \$
New Testamentary Commitments			

**Sample Survey
 FY2010 Precollegiate Survey
 Section 2. Finances & Enrollment**

This entire section must be filled out in order to be listed in the VSE Report and be eligible for the CASE Award Program.

ENROLLMENT Count enrollment as of the beginning of the academic year being reported (i.e., fall of 2004 for the report covering the 2004-05 fiscal year). **ENDOWMENT** Endowment includes: - True endowment: funds provided the institution, the principal of which is not expendable by the institution under the terms of the agreement that created the fund. - Term endowment: similar to true endowment except that all or part of the funds may be expended after a stated period or upon the occurrence of a certain event as stated in the terms governing the funds. - Quasi-endowment: funds functioning as endowment - funds given to the institution "with no strings attached" or surplus funds that have been added to the endowment fund, the principal of which may be spent at the discretion of the governing board. **EXPENDITURES** Include all expenditures for instruction, libraries, other academic support, student services, institutional support, scholarships, and operation and maintenance of physical plant. **ADVANCEMENT PROGRAM EXPENDITURES** Include salaries, benefits, and other expenses related to advancement program activities. Include communications figures, as well. Advancement program expenditures should also be included the Total Expenditures figure (3).

	FY2009	FY2010
1. Enrollment - total headcount		
2. Endowment market value \$		
3. Expenditures \$		
4. Advancement Program Expenses (also include this amount in 3. Expenditures above)		

Notes on Endowment, Expenditures, or Advancement Expenditures

Sample Survey
FY2010 Precollegiate Survey
Section 3a. Outright Giving: Current Operations

DO NOT INCLUDE DEFERRED GIFTS IN THIS SECTION!

	A. Alumni	B. Parents	B.1 Grand-parents	C. Other Individuals	D. Foundations	E. Corporations	F. Religious Orgs.	G. Fundraising Consortia	H. Other Orgs.	I. TOTAL
1. Total Unrestricted										
2. Total Restricted										
3. Total Outright Current Operations										

**Sample Survey
 FY2010 Precollegiate Survey
 Section 3b. Outright Giving: Capital Purposes**

DO NOT INCLUDE DEFERRED GIFTS IN THIS SECTION ! Please enter 0 where no gift income was received for a particular cell. Every cell below should have a number in it when you are finished!

	A. Alumni	B. Parents	B.1 Grand- parents	C. Other Individuals	D. Foundations	E. Corporations	F. Religious Orgs.	G. Fundraising Consortia	H. Other Orgs.	I. TOTAL
1. Prop., Build. & Equipment										
2. Endowment - Unrestricted										
3. Endowment - Restricted										
4. Loan Funds										
5. Total Outright Capital Purposes										

**Sample Survey
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Section 3c. Deferred Giving**

Please report both Face Value (FV) and Present Value (PV). The Present Value is the tax deduction to the donor as allowed by the IRS. You must report both a Face and Present Value, and, unless both are zero, the former must be larger. This section is only for NEWLY established deferred gifts or gifts that had funds added to them this year. You do not report REALIZED deferred gifts anywhere on this survey. They are reported only when established. Realized bequests, however, are counted in section 3A or 3B, as outright gifts. Also, do not put pledges or bequest intentions in this section. You can record them in section 1 if you want to keep a record. There is now a deferred gift calculator at www.cae.org/vse Please enter 0 where no gift income was received for a particular cell. Every cell below should have a number in it when you are finished!

	A. Alumni - FV	B. Alumni - PV	C. Parents - FV	D. Parents - PV	E. Grand- parents - FV	F. Grand- parents - PV	G. Others - FV	H. Others - PV	I. Total Face Value	J. Total Present Value
1. Endowment - Unrestricted										
2. Endowment - Restricted										
3. Other Purposes										
4. Total Deferred Giving										

**Sample Survey
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Section 3d. Gift Income Summary**

This summary pulls together total rows from Section 3.a, 3.b, and 3.c. When you enter the data online, this section is filled in automatically. There is no data entry required.

	A. Alumni	B. Parents	B.1. Grand-parents	C. Other Individuals	D. Foundations	E. Corporations	F. Religious Orgs.	G. Fundraising Consortia	H. Other Orgs.	I. GRAND TOTAL
1. Total Outright for Current Operations										
2. Total Outright for Capital Purposes										
3. Total Deferred Giving at Present Value										
Official Grand Total Using Present Value										
Total Deferred at Face Value										
Grand Total Using Face Value										

**Sample Survey
 FY2010 Precollegiate Survey
 Section 4a. Additional Details on Section 3 - Individuals**

1. Contributions from Individuals A. Contributions from Individuals for All Purposes Alumni Total - REQUIRED

	No. of Record	No. Solicited	No. Donors	Amount \$
1. Alumni				
	No. of Record	No. Solicited	No. Donors	Amount \$
2. Parents				
	No. of Record	No. Solicited	No. Donors	Amount \$
3. Grandparents				
	No. of Record	No. Solicited	No. Donors	Amount \$
4. Faculty and Staff				
5. Students				
6. All Others not counted in 1-4				
Dollar Total of rows 4-6 above				

B. Contributions from Individuals for Current Operations Only

	No. Solicited	No. Donors	Amount \$
1. Alumni			

**Sample Survey
FY2010 Precollegiate Survey**

B. Contributions from Individuals for Current Operations Only (continued)

	No. Solicited	No. Donors	Amount \$
2a. Current Parents			
2b. Past Parents			
2c. Enter Totals here ONLY if you have left lines 2a. & 2b. above blank			
2. Parents			
	No. Solicited	No. Donors	Amount \$
3. Grandparents			
	No. Solicited	No. Donors	Amount \$
4. Faculty and Staff			
5. Students			
6. All others not counted in 1-4 above			
Dollar Total of rows 4-6 above			

C. Bequests - REQUIRED - Include realized bequests here, not bequest intentions, which are recorded in Section 1.

	No. of Donors	Amount \$
1. Bequests for Current Operations		
2. Bequests for Capital Purposes		
3. Enter Totals here ONLY if you have left lines 1 & 2 above blank		
4. Total Bequests		

**Sample Survey
FY2010 Precollegiate Survey**

D. Three Largest Donor Totals from Individuals - REQUIRED Use PRESENT value if any of these are deferred gifts.

	Largest \$	2nd Largest \$	3rd Largest \$
1. From living individuals			
2. Through estate settlements (bequests)			

E. Direct Governing Board Giving for All Purposes Include current, emeritus and honorary board members. Include only gifts that receive legal credit. Gifts that receive soft credit should not be reported here. Remember to include under the dollar amount, the sum of outright gifts plus the PRESENT (discounted) value of deferred gifts. You should include in this section trustees who were previously counted as alumni, parents, grandparents, or other individuals. Do not enter zero to indicate you are skipping the question. Leave it blank instead. It is very unlikely that zero is a valid answer to this question.

	No. of Members
Number of Governing Board Members	
Number of Governing Board Donors	
Amount given for Current Operations	
Amount given for Capital Purposes	
Total Amount Given	

F. Deferred Giving -- REQUIRED Number of gifts (Charitable Remainder Trusts, Pooled Income Funds, Gift Annuities, and the like) whose dollar amount is reflected in Section 3.C.

	Number established or added to during reporting period
Deferred Giving	

G. Appreciated Property Giving

	No. of Donors	Amount \$
1. Securities		
2. Real estate		
3. Other real property		
4. Enter Totals here ONLY if you have left lines 1-3 above blank		
5. Total Apprec. Prop.		

**Sample Survey
FY2010 Precollegiate Survey**

Sect. 4a. Additional Details on Section 3 - Individuals (continued) H. Personal Giving Additional Details Some personal gifts are dispensed through organizations and therefore are not reflected as personal giving data on this survey. Please report below personal gifts that are officially counted as coming from organizations elsewhere on this survey. The amount from family foundations will appear in section 4b and should not be entered here.

	No. of Donors	Amount \$
Donor-Advised Funds		
Businesses		
Other Organizations (Including Federated Funds)		

**Sample Survey
FY2010 Precollegiate Survey
Section 4b. Additional Details on Section 3 - Organizations**

2. Contributions from Organizations A. Foundations

	No. of Donors	Amount \$
1. Personal and Family		
2. Other foundations and trusts, excluding corporate		
3. Total		

B. Three Largest Donor Totals from Foundations - REQUIRED The sum of the three largest donor totals from Foundations below must not exceed the total dollar amount reported from Foundations above because these largest donor totals must be included in the amounts reported above and in Section 3.

	Largest \$	2nd Largest \$	3rd Largest \$
Foundations			

C. Corporations 1. Forms of Giving

	No. of Donors	Amount \$
1. Cash and securities (exclusive of matching gifts)		
2. Company products		
3. Other company property		
4. Matching gifts		
5. Total		

2. Additional Matching Gifts Details

	No. of Gifts	Amount \$
Matching Gifts Not Directly From a Corporation		

D. Three Largest Donor Totals from Corporations - REQUIRED The sum of the three largest donor totals from Corporations below must not exceed the total dollar amount reported from Corporations above because these largest donor totals must be included in the amounts reported above and in Section 3.

	Largest \$	2nd Largest \$	3rd Largest \$
Corporations			