

**Re: Update on Administrative Fees for Designated Gifts**  
**Effective Feb 1, 2025**

This memo provides an important update regarding our administrative fees for designated gifts which will be effective Feb 1, 2025.

For many decades, the United Board has covered the administrative costs of maintaining the high level of service and stewardship provided to donors who choose to work with the United Board to provide donations to support our network institutions. Associated costs for maintaining this program include considerable staff time and resources needed to provide personalized gift planning and staff support services such as receiving, processing and stewarding of such donations. After careful review and consideration, our Board of Trustees approved a modest tiered fee structure from 2023 onwards to ensure the sustainability of this valuable service to our network institutions. Effective February 1, 2025, this fee structure will be simplified to a **flat 1%** fee applicable on all designated gifts.

As with before, the fees will be deducted from the amount sent to recipient institutions and the United Board will follow the same designated gift transfer schedule: *Gifts will be remitted to our network institutions within one month when gifts to an institution accumulate to a total of \$5,000 or more, within three months when gifts accumulate to a total of \$1,000 or more, and within six months when gifts accumulate to a total of \$1,000 or less.*

The United Board is grateful for the many ways in which alumni and friends continue to give back to support colleges and universities in our network. **For any questions regarding the fees schedule and gift planning needs, please contact Ms. Trudy Loo, Director of Development at (+1) 212-870-2612 or by email: [tloo@unitedboard.org](mailto:tloo@unitedboard.org).**