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**BOWMAN SCHOOL**

*Guide  
to  
Giving*

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# Discover Giving at Bowman

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Since 1995, Bowman School has committed to “inspiring children to love learning in an academically challenging and internationally aware environment that promotes independence, responsibility, and respect.”

At Bowman, we are committed to guiding community members to make a positive difference. Whether in the lives of others or in the world around us, we strive to instill an appreciation and desire to be of service and become change-makers in our community.

Bowman encourages community members to participate in giving back through donating their time, talent, or funds. This guide is designed to provide community members with resources to get involved at Bowman School and the appropriate pathways to give at Bowman.



# Giving Policies at Bowman

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## Unrestricted vs. Restricted Giving at Bowman

Bowman School accepts both unrestricted and restricted gifts. It is important to note that an unrestricted gift provides the school with the freedom and flexibility to apply the gift to any priority. While some will choose to restrict their gifts to a specific priority, our hope is that most donors give unrestricted gifts to enable Bowman School to have the flexibility to make certain that every need is funded.

*Bowman School will not accept restricted gifts that:*

- (a) would result in Bowman School violating its Articles of Incorporation,
- (b) would result in Bowman School losing its status as an 501(c)(3) not-for-profit organization,
- (c) are too difficult or too expensive to administer in relation to their value,
- (d) would result in any unacceptable consequences for Bowman School, or
- (e) are for purposes outside Bowman School's mission.

Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Head of School in consultation with the Development Team and Board of Trustees.

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## Prospective Family Giving Policy

To maintain an equitable admissions process, Bowman School will not accept gifts from donors affiliated with a prospective student at any point during the admissions process until a final decision on admission is made. This does not apply to families who are already affiliated with Bowman School, such as alumni, parents, or grandparents of current or former Bowman students.



# Create Opportunities at Bowman

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Unlike many independent schools, Bowman parents are not obligated to contribute annually to the school's fundraising efforts.

However, individual, corporate, or foundation gifts are welcome, and encouraged, and necessary in order to enable Bowman to continue to deliver its superior curriculum, teacher-student ratios, facilities, and year-round, full-day program.



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*Bowman School is a non-profit, 501(c) (3) organization,  
and all donations to Bowman are tax-deductible  
to the extent permitted by law.*



# The Annual Fund

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Bowman conducts an annual fundraising campaign, the Annual Fund. The money raised through our Annual Fund supplements tuition and is an important component of Bowman's finances.



## Our Annual Fund Goals:

- 100% participation from our community
- \$300,000 in gifts toward our Annual Fund

*While both goals are important to the success of the Annual Fund, Bowman prioritizes participation above all else!*

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## Historically, Annual Fund gifts have gone towards:

- ◆ Field trip opportunities for all levels
- ◆ Staff professional development
- ◆ Music and Theater Enhancements
- ◆ STEAM Enhancements: Science carts, computers, 3D printer
- ◆ Upgrades to the wifi network
- ◆ Mobile cooking carts
- ◆ Vans for field trips and sports
- ◆ Construction of a new playground
- ◆ Turf replacement
- ◆ Roof replacement
- ◆ Upgrades to campus security



# Forms of Gifts at Bowman

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There are a variety of ways to give to Bowman School including cash, corporate matching, stock, bequests, and in-kind. All donors are responsible for obtaining their own tax and legal advice. Bowman School is responsible for providing donors with receipts for annual fundraising and capital campaign gifts.

## Cash

Bowman School accepts cash donations online and via check.

## Online Gifts

To donate online, please visit Hubbli for the latest online giving portal.

## Mailing Instructions

Please include the student name and purpose of the gift in the envelope.

Envelopes can be mailed or delivered to:

Bowman School  
Attn: Development  
4000 Terman Drive  
Palo Alto, CA 94306

## Corporate Matching Gifts

Many companies will match donations up a specific dollar amount. Requesting a match by your company is an easy way to double (or triple!) your contribution to Bowman School. Donors are responsible for initiating the match process with their employers. For more information, please contact your employer directly. To learn if your company participates in matching, please visit Charity Navigator's [Employee Match Program](#) Search Engine.

Once you have initiated the matching process, please email the Development Team to ensure your match gets counted towards your family's contribution.



## Stock

Gifts of appreciated securities provide a tax deduction for the full fair market value of the stock while avoiding capital gains tax on the appreciated value.

### To give stock to Bowman School:

1. Contact the Development Team ([development@bowmanschool.org](mailto:development@bowmanschool.org)) to notify Bowman of the stock transfer. Please provide the following:

*Donor name*

*Name of security*

*Number of shares*

*Purpose of gift (e.g. Annual Fund, Capital Campaign)*

2. Contact your broker with wire transfer instructions.

*Brokerage:* Morgan Stanley

*Account Manager:* Mr. Alex Bianchi

*DTC #:* 0015

245 Lytton Ave, Ste 200

Palo Alto CA 94301

(650) 853-4004

*Account #:* 112-060837-071

*Account Name:* Bowman School

*Bowman Contact:*

Finance Manager

[finance@bowmanschool.org](mailto:finance@bowmanschool.org)

## Bequests

Bowman School accepts bequests. Donors interested in bequeathing a gift to Bowman are encouraged to make bequests to Bowman School under their wills, and to name Bowman School as the beneficiary under trusts, life insurance policies, commercial annuities, or retirement plans. Please contact the Head of School for more information and to coordinate a giving plan.

## In-Kind Donations

The school also welcomes non-monetary gifts. Please check with the Head of School for the appropriateness of a non-monetary gift or to find out about the needs of the school.



# Capital Giving

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Every so often, Bowman holds a capital giving campaign to raise major gifts designated for a specific cause. In the past, capital campaigns at Bowman have funded the purchase of Bowman East, the construction of the Learning Village at Bowman West, and memorial funds. Capital campaign participation is not compulsory, and we welcome gifts of all sizes to our campaigns.

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## Naming Opportunities

Bowman School offers naming opportunities to capital campaign donors in recognition of their generosity. There are naming opportunities available at the current Bowman East campus and the new Bowman West campus. In order to keep the all-inclusive spirit of Bowman, facilities named after a donor's family will be dedicated after their children have graduated. Naming opportunities are provided at the discretion of the Head of School.

## Gifts In Memory or In Recognition

Bowman means a great deal to our community members. You are welcome to honor a loved one or memorialize them by establishing a one-time gift or an ongoing fund in their name. Please contact the Head of School ([head@bowmanschool.org](mailto:head@bowmanschool.org)) if you are interested in preserving your loved one's memory through a gift to Bowman School.



# Become A Volunteer at Bowman

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Bowman encourages community participation while also recognizing the demanding daily schedules of many of its families. Consequently, the school invites parents to share their talents in ways that fit best with their busy lives. If you have an interest in becoming more involved at any level, contact the Head of School ([head@bowmanschool.org](mailto:head@bowmanschool.org)) for more information on the steps to take.

At the start of the year, families are given a “time and talent” sheet. Listing the talents families are able to share is a wonderful way to partner with the school. In the past, families have given classroom talks on a variety of subjects, created clubs or mini-courses, and shared talents and resources with Bowman staff to use in class.



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## *Student Service at Bowman*

Students engage in service throughout their entire time at Bowman. Through these activities, students expand their understanding of what it means to serve our community. Bowman students become effective communicators, critical thinkers, and citizens of the world.

Service occurs throughout the year in all levels at Bowman. Focusing on various aspects of community, students engage in developmentally-appropriate activities to explore how small actions have large impacts.



## *Family Service Opportunities*

Families are encouraged to embrace Bowman's commitment to service and engage in service projects at home. Bowman hosts an annual Day of Service which focuses on giving back to honor the work of Martin Luther King, Jr. On this day, families are asked to spend time on service projects that give back in their local communities and in the Bowman community.

Please contact the Advancement Team ([office@bowmanschool.org](mailto:office@bowmanschool.org)) to coordinate service opportunities at Bowman.



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## Clubs and Mini-Classes for Bowman East

Families are invited to share an area of expertise with Bowman students by creating a club. These clubs meet on a weekday afternoon between 4:15 to 5:45. Volunteers need to be fingerprinted, or the school will arrange for a staff member to always be present. Examples include Drama Club, Sewing Club, Robotic Club, Cooking Club, and Silk Painting. Clubs can be as short as one meeting or as long as a series of meetings. As physical space for clubs is limited, please contact the Bowman Main Office ([office@bowmanschool.org](mailto:office@bowmanschool.org)) to coordinate club activities.

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## Athletic Teams

Working with the Athletic Director, families are invited to assist the Faculty Coach with the athletic league. Please contact the Bowman Main Office ([office@bowmanschool.org](mailto:office@bowmanschool.org)) to indicate your interest in volunteering with athletic teams at Bowman.

*Note: family involvement in clubs, mini-classes, and athletics is paused due to Covid*



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## *Bowman Community Association*

The Bowman Community Association's mission is to foster a strong Bowman parent community and to promote parental involvement in the school's activities and events.



### **Room Parents**

Room Parents act as liaisons between Bowman School, the classrooms, and BCA. Please contact the Head of School ([head@bowmanschool.org](mailto:head@bowmanschool.org)) for more information about becoming a Room Parent.

### **Bowman Cares**

The Bowman Care Committee was created to promote kindness and compassion within our school. Bowman Cares operates a community fund for when a member of our community needs a little extra help. Resources from this fund will be directed to support and help ease the daily burdens of anyone within the Bowman community who might be going through a challenging time. The participation and involvement of Bowman families is key to fulfilling this mission. For more information, please contact the Head of School ([head@bowmanschool.org](mailto:head@bowmanschool.org)).





## *Bowman Board of Trustees*

The Board is composed of parents, alumni, and other community members, representing the breadth of professional expertise in the Bay Area. Nominations for the Board of Trustees are made annually, and the candidates interview and follow a set procedure for candidacy.

There are many opportunities for involvement at Bowman. Community members interested in volunteering in this capacity should contact the Head of School ([head@bowmanschool.org](mailto:head@bowmanschool.org)).

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## *Parent Ambassadors*

Parents are invited to join this group, which operates separately from the BCA to assist the Head of School with a variety of activities including admissions tours, capital campaigns, and other marketing opportunities. For more information about parent ambassadors, please contact the Head of School ([head@bowmanschool.org](mailto:head@bowmanschool.org)).



# Alumni and Friends of Bowman

Friends of Bowman are encouraged to come back to Bowman and share their experiences with current Bowman students and families. Many alumni volunteer their time to speak about their current work, how Bowman helped them in the long-run, or to share an area of expertise with Bowman students. Alumni are always invited to return to Bowman to complete volunteer service hours.



Please contact [alumni@bowmanschool.org](mailto:alumni@bowmanschool.org) for more information about alumni opportunities, communications, and events!



BOWMAN SCHOOL



## **BOWMAN SCHOOL**

4000 Terman Drive  
Palo Alto CA 94306  
650.813.9131

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<b>HEAD OF SCHOOL:</b>	<a href="mailto:head@bowmanschool.org">head@bowmanschool.org</a>
<b>MAIN OFFICE:</b>	<a href="mailto:office@bowmanschool.org">office@bowmanschool.org</a>
<b>DEVELOPMENT OFFICE:</b>	<a href="mailto:development@bowmanschool.org">development@bowmanschool.org</a>
<b>ALUMNI ASSOCIATION:</b>	<a href="mailto:alumni@bowmanschool.org">alumni@bowmanschool.org</a>

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