

Developing a Thoughtful Plan for Philanthropic Giving

When to Give and When to Say “No”

- Each year, decide how much you want to give away annually
- Develop a list of institutions you wish to support: alma mater, medical center, your place of worship, etc.
- Identify the issues most important to you: homelessness, specific physical illnesses or disabilities, hunger, wilderness/parks, peace initiatives, education/literacy/libraries, arts and music, etc.
- Identify the major organizations which serve the issues of interest, whether on a local or national level
- Winnow down the list by deciding to whom you want to give
 - Assign an annual dollar amount to each cause or organization
 - Note whether you want to give annually, quarterly, monthly, or weekly
 - Decide if you want to use auto-pay with a credit card or checking account; and note this next to the organization’s name on your list
 - Use this list to keep track of donations throughout the year, indicating form of payment, date, and amount

If you make donations online, here are two tricks:

1. Keep your list next to your computer and note “online payment” and name of credit card
2. Set up a separate email account and address to use only for charitable websites and donations. This account will be where solicitation emails and receipts from charitable organizations will collect and easily be found later.

Daily Discipline

- As you sort through your mail, set aside the charitable requests in a basket or folder.
- Compare the incoming requests with your list.
- Throw away those not on your list or ones to which you have already donated.
- Set aside the remaining requests to address in the future.
- Label a separate folder “Charitable Donations [year]” and use it to store receipts for donations you make.

Telephone Solicitations

For seniors: Write this script clearly and place near their phones. Encourage them to follow.

- Say “no” to requests
- Say “no” to giving credit card information
- Say “no” to pledges
- DO SAY: “I don’t accept phone solicitations. Send me something in writing and I will consider it. And please put me on your Do Not Call list.”

Eddy & Schein Group can help you organize and manage your charitable contribution plan.

If you, or someone you know, could benefit from having a Personal Finance Manager, please contact Eddy & Schein Group for a **free phone consultation**.

Visit our [website](#) or call us: **New York 212-987-1427** or **California 917-881-7042**