

Please keep LCDS in mind when finalizing your year-end charitable giving. The Development and Alumni Office will be open over the Winter Break to accept gifts and answer any questions. Please feel free to drop by the office or call us at (717) 392-2916 ext. 325.

## Best wishes for a Happy Holiday Season!

Shelby LaMar, Debby Stahl, Sherry Vernet and Maggie Miller

**Lancaster Country Day School will be closed from December 23-January 3 for the Winter Break, with classes resuming on January 6. The Development and Alumni Office will hold the following office hours:**

### ***Development and Alumni Office***

#### ***Winter Break Office Hours***

**Dec. 23, 24 and 25 - Office Closed**

**Dec. 26, 27, 30 and 31 - Office Open  
10:00 a.m. to 2:00 p.m.**

**Jan. 1, 2014 - Office Closed**

**Jan. 2 and 3 - Office Open  
10:00 a.m. to 2:00 p.m.**

**Regular hours (8:00 am to 5:00 pm) resume Jan. 6, 2014**

**Questions? Please call (717) 392-2916,  
Maggie - ext. 325 or Shelby – ext. 231**

## **For information on donating gifts of stock:**

Your broker can assist you in making a gift of stock via a direct transfer to Lancaster Country Day School.

Brokerage House: Merrill Lynch

Account Number: 807-04351

DTC Number: 5198

Please inform the LCDS Development Office of stock transfers so that we can properly acknowledge your gift.

Call (717)-392-2916 ext. 325 or email [development@lancastercountryday.org](mailto:development@lancastercountryday.org) for information or assistance.

**Funding is still available for the Pennsylvania tax credit program, OSTC.**  
**[Click here](#) to learn more or call our office with questions. 717-392-2916 ext. 231**

## **Tips for making a charitable gift to LCDS before the end of the calendar year**

- If you are making a gift, and for tax purposes want your contribution to count for the current calendar year, your envelope must be **postmarked by December 31.**
- Please be aware that for credit card gifts sent in by mail your legal gift date is the date the charge is posted to your account, rather than a postmark date.
- **Mail:** We recommend that mailed-in credit card gifts be mailed by December 26 to ensure processing before the end of the calendar year.
- **Online:** You may also make your credit card gift at any time prior to 11 p.m., December 31, at [www.lancastercountryday.org/donate](http://www.lancastercountryday.org/donate)
- **Telephone:** If you are unable to make your charge card gift online, please 717-392-2916 ext. 325 **by 2 p.m. on December 31.**

While the date of an on-line gift transaction, or delivery or mailing date of your contribution is generally recognized as the gift date, you should consult with your tax advisor to determine the tax consequences of your donation.

For any questions, email [development@lancastercountryday.org](mailto:development@lancastercountryday.org).