

## What is a Donor Advised Fund (DAF)?

- A **Donor Advised Fund** is like a charitable investment account, for the sole purpose of supporting charitable organizations.
- When Donors contribute cash, securities or other assets to a Donor Advised Fund at a public charity (*like Fidelity Charitable, National Christian Foundation, JP Morgan, etc.*), the Donors are generally eligible to take an immediate tax deduction. Then, those funds can be invested for tax-free growth and Donors can recommend grants to virtually any IRS-qualified public charity.

## How is a contribution initiated through a Donor Advised Fund?

1. A Young Life staff member initiates an “ask” to a potential Donor.
2. A contribution is initiated by a Donor through their DAF Facilitator/Financial Institution by logging into their account and submitting the required contribution forms online, OR by contacting their account agent.

### Important to know about DAFs:

- All Donor Advised Fund (DAF) donations (check, check stub, DAF Letter) need to be sent to our Iowa (CDS) processing facility at:
  - **Young Life PO Box 5184, Harlan, IA 51593-0684.**
- If ANY paperwork is missing or illegible on the DAF this will cause your contribution to have incomplete and/or incorrect data.
- There are currently some software issues causing missing data (primary contact) on your DAF contributions on your reports. This issue will be addressed and corrected in future updates.

# Donor Advised Funds Process Steps

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1. **The Ask (from Young Life staff member)**
2. **Donor Initiates Check Request/Donation from Facilitator**
  - a. Facilitator (*i.e. National Christian Foundation, Fidelity, JP Morgan, etc.*)
  - b. DAF Letter should include Mission Unit # and Name ([see example letter](#))
3. **Facilitator Issues Check/Donation to Young Life**
  - a. Donation includes:
    - Check
    - Check Stub
    - DAF Letter

**Note:**

- *Fidelity is now sending donations 100% electronically to YL.*
- *National Christian Foundation is now sending donations electronically. Donations via checks are upon request only.*

- b. Receipt sent to Donor from Facilitator (not YL)

1. **Check/Donation is received by local staff, or Arizona (CDS) processing facility**
  - a. If received by local staff – All Documents need to be sent to our Iowa (CDS) processing facility
  - b. When received at Iowa processing facility – All Documents are scanned and processed
  - c. “All Documents” = Check, Check Stub, & DAF Letter ([Link to 2201 Form](#) on Staff Resources page)
2. **Donation is Processed to YL Connect within 72 Hours**
3. **Donation Details Available in YL Connect Reports Next Day**
  - **Note:** *There are currently some software issues causing missing data (primary contact) on your DAF contributions on your reports. This issue will be addressed and corrected in future updates.*
4. **DAF “Thank You” Letter (from YL Service Center) Sent at Month-End to Donor**



For a visual graphic showing the DAF process, [click here.](#)

### Charity list

Recommend a grant to one or more of your favorite charities.

[Add a new charity](#) +

Search your list Viewing: Last 2 years

**NEW!**  
**YOUNG LIFE**  
[Charity details](#)

This charity won't be permanently added to your charity list until your grant recommendation has been submitted.

Source of Funds: Investment pool dollars

Amount: \$

Use: Where it's needed most

Acknowledgement: Name and Address

Timing: ASAP

[Add this grant](#)

## Requirements from Young Life to submit a DAF donation – Check List:

- ☐ **Facilitator** (i.e. Fidelity, National Christian Foundation)
- ☐ **Donor Advised Fund Name** (i.e. Sally Smith Family Charitable Giving Fund)
- ☐ **Donor Name** (i.e. Sally Smith)
- ☐ **Mission Unit # and Name**
- ☐ **Class:** Operating, Campership, Capital

### Allocate funds

Tell us how you would like your grant recommendations to be funded. The chart below shows how the money in the Giving Account is currently invested. Enter the percentage or dollar amount you'd like to be drawn from each investment pool.

Contribution dollars

Use: ☐ Same percentages as current balance

Pool	Units owned	NAV	Market value	Pool allocation	Grant Allocation*	Amount
Balanced	391,495.975	30.29 ↓	\$11,858,413.08	40%	<input type="text" value="0%"/>	<input type="text" value="\$0.00"/>
Growth	484,197.703	37.01 ↓	\$17,920,157.00	60%	<input type="text" value="0%"/>	<input type="text" value="\$0.00"/>
<b>Total:</b> 0%   \$0.00					Must total: \$10,000.00	

## How contributions get to our processing facility from the Facilitator:

- The Facilitator of the Donor Advised Fund will initiate a contribution to be sent (via check or wire) to our Young Life Iowa (CDS) processing facility.
  - If via check, the processing facility processes the contribution to the designated Mission Unit /DAF /Household.
  - If via wire, the contribution comes directly to our Young Life revenue team for processing.

### Confirm & submit

Please review your selections before submitting your grant recommendations.

Grant details [edit](#)

Investment pool dollars

**YOUNG LIFE** \$10,000.00  
[Edit charity details](#)

Use: Where it's needed most

Acknowledgement: Demo Account w/Advised balances  
LIVING TRUST FOR MARIO TRIMBLE  
65 Hickory Lane  
1234  
Hampstead, NH  
03841

Timing: ASAP

Total: **\$10,000.00** [Submit >](#)

**IMPORTANT! All DAF Letters must be submitted with all contributions!** (These letters include Mission Unit designation, Donor/contact information, Donor Advised Fund name, and Facilitator name.)

To view DAF contributions in YL Connect Reports, you can check either your Mission Unit Revenue Report and/or Household Revenue Report.

(Examples shown below)

Mission Unit Revenue Report:

The Mission Unit Revenue Report shows the Linked Account ID/Account Name and DAF Fund Name.  
(Note: You may need to scroll right to see all the columns on this report)

Report: YL Opportunities with NPSP Payments														
Mission Unit Revenue Report														
This report shows Payments, Donations, and Pledges for a specified Mission Unit.														
Total Records		Total Payment Amount												
16		\$10,490.00												
Mission Unit Code	Primary Contact: Full Name	Donor Payer Account ID: Account Name	Business Date	Payment Amount	Charge Type	Billing Frequency	Class Code Name	Transaction Type	Payment Type	Remarks	Sponsoring	Date Donor Gave	Primary Campaign Source: Appeal Category	Linked Account ID: Account Name
MN22 (16)	Stinson	J Household	12/31/2020	\$2,000.00	One-Time	-	Operating	Donation	ACH	-	-	12/31/2020	GEN	J Household
	Teglistad	F Household	12/31/2020	\$4,000.00	One-Time	-	Operating	Donation	ACH	-	-	12/31/2020	GEN	F Household
	Teglistad	J Household	12/31/2020	\$300.00	One-Time	-	Operating	Donation	Check	\$3,400	-	12/31/2020	GEN	J Household
	Johnson	V Household	12/31/2020	\$500.00	One-Time	-	Operating	Donation	Check	\$3,400	-	12/31/2020	GEN	V Household
	Johnson	C Household	12/31/2020	\$100.00	One-Time	-	Operating	Donation	Check	\$3,400	-	12/31/2020	GEN	C Household
	Kjelders	F Household	12/31/2020	\$75.00	One-Time	-	Operating	Donation	Check	-	-	12/31/2020	GEN	F Household
	Kjelson	H Household	12/31/2020	\$1,500.00	One-Time	-	Operating	Donation	Check	\$3,400	-	12/31/2020	GEN	H Household
	Rising	V Household	12/31/2020	\$1,500.00	One-Time	-	Operating	Donation	Check	\$3,400	-	12/31/2020	GEN	V Household
	Bjork	C Household	12/31/2020	\$100.00	One-Time	-	Operating	Donation	Check	-	-	12/31/2020	GEN	C Household
	Davis	H Household	12/31/2020	\$25.00	One-Time	-	Operating	Donation	Check	-	-	12/31/2020	GEN	H Household
	Davisberger	E West	12/31/2020	\$175.00	One-Time	-	Operating	Donation	Check	-	-	12/31/2020	GEN	E West
	Gilbert	F Household	12/08/2020	\$100.00	One-Time	-	Operating	Donation	Check	-	-	12/08/2020	GEN	F Household
	Hank	F Household	12/08/2020	\$30.00	One-Time	-	Operating	Donation	Check	-	-	12/08/2020	GEN	F Household

Household Revenue Report:

The Linked Account ID/Account Name and DAF Fund Name are also available to view on the Household Revenue Report.  
(Note: You may need to scroll right to see all the columns on this report)

Report: YL Opportunities with NPSP Payments

Household Revenue Report

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📊 Add Chart

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This report shows a complete giving history for a specified Household Account. The report shows any gifts that can be attributed to the Household via direct giving, organizational giving, or DAF giving.

	Date Donor	Payment Num	Payment Amount	Class Code Name	Donor Payer Account Id: Account Name	Linked Account Id: Account Name	Primary Contact: Full Name	Mission Unit	Mission Unit Name	Donor Advised Fund: Donor Advised Fund Name
1	6/30/2021	PMT-23558806	(\$175.00)	Operating	er Household	Household	Davis	Mt	County	-
2	6/30/2021	PMT-23558807	\$175.00	Camp Scholarship	er Household	Household	Davis	Mt	County	-
3	6/30/2021	PMT-23413081	\$300.00	Camp Scholarship	er Household	Household	Davis	Mt	County	-
4	6/30/2021	PMT-23421088	\$175.00	Operating	er Household	Household	Davis	Mt	County	-
5	5/11/2021	PMT-23205461	\$175.00	Operating	West	Household	-	Mt	County	er Family Charitable Fund
6	4/7/2021	PMT-23035846	\$175.00	Operating	er Household	Household	Davis	Mt	County	-
7	12/31/2020	PMT-22702436	\$175.00	Operating	West	Household	Davis	Mt	County	er Family Charitable Fund
8	12/9/2020	PMT-22600029	\$175.00	Operating	West	Household	Davis	Mt	County	er Family Charitable Fund

# Example: Fields on Payment (PMT)

## "Details" tab screen

### in YL Connect:

Payment  
PMT-22702436

Payment Amount  
\$175.00

Related **Details**

Information

Payment Number PMT-22702436	Payment Amount \$175.00
Contact Name ⓘ Davi [redacted] er	Business Date 12/31/2020
Linked Account Id [redacted] Household	Date Donor Gave ⓘ 12/31/2020
Donor Payer Account Id ⓘ Bank of the West	Remarks ⓘ
Donor Advised Fund ⓘ [redacted] Family Charitable Fund	Payment Type ⓘ Check
Mission Unit Name Ottetail County	Third Party Source ⓘ
Mission Unit Code MN22	Charge Type ⓘ One-Time
Class Code Name Operating	
Class Code 4,110	

1. Contact Name = Donor Name
2. Linked Account ID = Household Name
3. Donor Payer Account ID = Facilitator Name
4. Donor Advised Fund = Donor Advised Fund Name

# Frequently Asked Questions (FAQ)

**Q. How do I correct a contribution that has been given through a DAF?**

**A.** Contact the Financial Services support team to make any corrections:  
[financialservices@sc.younglife.org](mailto:financialservices@sc.younglife.org) or call 877-438-9572.

EXAMPLES of a mis-allocated Donor Advised Fund donation:

- A donation is missing the DAF Name (because the DAF Letter wasn't sent)
- A donation is missing the Donor's name (because the DAF Letter wasn't sent)
- A donation was allocated to the contact instead of the Facilitator

**Q. Are there any resources I can provide to my donors about DAF's?**

**A.** Yes! Visit [this link](#) on Staff Resources, and click on the DAF Donor Info Doc, to provide to your donor who's wanting to give to your area through a DAF.

**Q. What is the difference between the DAF and the Donor Payer Account ID?**

**A.** A **Donor Advised Fund** is listed on the Payment (PMT) under its name (*example: Schneeberger Family Charitable Fund*), while the **Donor Payer Account ID** represents the Facilitator Name (*example: Fidelity, National Christian Foundation, etc.*)

**Q. What are the four components/connection points needed for each Payment (PMT)?**

**A.**

1. Facilitator/Financial Institution Account Name/ID (Donor Payer Account)
2. Donor Advised Fund Name
3. Household Name
4. Contact Name

**Q. What are the definitions I need to know when viewing DAF Payments (PMT) in YL Connect Reports?**

**A.**

Contact Name = Donor Name

Linked Account ID = Household Name

Donor Payer Account ID = Facilitator Name

Donor Advised Fund = Donor Advised Fund Name