

## 2009 UNIVERSITY ADVANCEMENT HOLIDAY SCHEDULE

University Advancement will be open to accept gifts during the university winter holiday. The office of Advancement Gifts and Records will be open during the following dates and times:

Monday, December 28, 2009	8 a.m. to 5 p.m.
Tuesday, December 29, 2009	8 a.m. to 5 p.m.
Wednesday, December 30, 2009	8 a.m. to 5 p.m.
Thursday, December 31, 2009	8 a.m. to 5 p.m.

If you are interested in making a contribution, please call the office of Advancement Gifts and Records at (540) 568-2821 or the Development Office at (800) 296-6162.

A special note about credit cards: ALL credit card gifts made via the online giving site ([www.jmu.edu/give](http://www.jmu.edu/give)) must have a transaction date prior to midnight eastern standard time, December 31, 2009 to qualify for a taxable contribution for calendar year 2009.

Gifts payable by check may be mailed to

JMU, Advancement Gifts and Records  
MSC 3603  
Harrisonburg, VA 22807

Gifts must be postmarked on or before December 31, 2009 to qualify for FY2009 contribution.

### **JMU DEPARTMENTS PLEASE NOTE:**

Gifts received in your office must be brought to Advancement Gifts and Records, 220 University Blvd, Suite 1100 immediately upon your return with the postmarked envelope for date validation.

All manual credit card gifts and checks must be received in the office of Advancement Gifts and Records NO LATER THAN 12 noon, Thursday, December 31, 2009 to allow for sufficient processing time to allow for FY2009 tax credit.

Thank you for your consideration and support of James Madison University.