

# How to leave a gift in your Will

## Office of Advancement



## Preparing your Will

When preparing your Will or submitting amendments we recommend you seek professional advice or the assistance of a solicitor. Below is the suggested wording to include if you intend to leave a gift to Christ Church Grammar School;

'I (insert name here) bequeath to Christ Church Grammar School Inc ABN 52 791 098 115 for its general purposes (or name a specific purpose, such as the Old Boys' Association Scholarship Trust, the Centenary Indigenous Scholarship Fund or the Building Fund – please call us to discuss)

*[Choose and insert the appropriate statement from the list below]*

1. *the whole of my estate*
2. *(insert number) percentage of my estate*
3. *the residual of my estate*
4. *life insurance policy # (insert policy details)*
5. *the amount of \$ (insert the value of your gift in cash)*
6. *my (insert name of asset)*

*free of all duties, and the receipt of the Secretary or other authorised officer for the time being shall be a complete and sufficient discharge for the Executor(s).'*

If you already have a will, you may like to add a Codicil to include the School — a simple and inexpensive process. A Codicil is an addition, in a separate document, to an earlier Will. It has to meet the formal requirements of a Will and should refer to the original Will and the date it was made.

Please refer to the School's website 'Gifts in Will Program' to download our printable Codicil Form.

You may also choose to donate shares which can be facilitated through ShareGift. Please refer to their website for further details [sharegiftaustralia.org.au](https://sharegiftaustralia.org.au)

We appreciate that family and loved ones should always come first. Talking to the people closest to you about your intention to include Christ Church Grammar School in your will is important.

If you are considering including Christ Church Grammar School in your will we would love to hear from you. Please contact Jo Wheeler, Director of Communication, Engagement and Advancement on **+61 (8) 9442 1531** or [jwheeler@ccgs.wa.edu.au](mailto:jwheeler@ccgs.wa.edu.au) to arrange a confidential conversation to discuss the ways you can leave a legacy at Christ Church.