

Handling Private Gifts

California State University Basic Principles:

1. The University according to this policy shall process all gifts that are to be forwarded by the University to the Foundation for Foundation acceptance and management.
2. This policy applies to all gifts forwarded by the University to the Foundation for Foundation acceptance and management including those gifts that do not require a formal gift agreement or approval by the Gift Agreement Committee.
3. The campus President has the authority to accept gifts.
4. To be “acceptable,” a gift must:
 - 4.1 Support the CSU mission
 - 4.2 Follow the donor’s designation
 - 4.3 Follow CASE-NACUBO-NSFRE (AFP) ethical guidelines
 - 4.4 Be reported per CAE standards
5. Any and all University employee/employees who accept a donor’s gift on behalf of the Foundation shall be accountable to the University and to the Foundation for employing diligent and prudent documentation in writing that describes the complete understanding between the donor and the University.

California State University, Fresno Policy

1. All private gifts intended to benefit the university are to be acknowledged and recorded in the university’s BSR database.
2. All gifts must be used as designated by the donor.
 - 2.1 Depending on the situation listed in items 3 and 4 below, designation may be indicated in one of several ways:
 - 2.1.1 Correspondence from the donor
 - 2.1.2 Notation on a check
 - 2.1.3 Will or trust document
 - 2.1.4 Formal gift agreement.
 - 2.1.5 Lastly, a personal conversation documented by a university representative and confirmed in the acknowledgment to the donor
 - 2.2 Pledge documentation must include the donor’s signature

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3. A formal gift agreement is to be created for:
 - 3.1 All endowed funds:
 - 3.1.1 Contributions clearly designated for an existing endowment fund do not require a separate gift agreement.
 - 3.1.2 The minimum necessary to create an endowment has been raised to \$25,000.
 - 3.2 All non-endowed contributions over \$10,000 that specify a multiple year payment commitment (pledges).

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- 3.3 Non-endowed contributions of \$50,000 or more.

- 3.4. The following elements are to be included in a formal gift agreement:
 - 3.4.1 Name of fund
 - 3.4.2 Definition as pure, quasi or term endowment or other fund type
 - 3.4.3 Purpose (i.e., use of distributable earnings)
 - 3.4.4 Any special requirements or restrictions, including naming specifications
 - 3.4.5 General statement of investment policy and disclosure of fees
 - 3.4.6 If a pledge is involved, dollar amount and payment schedule
 - 3.4.7 Alternative use provision
 - 3.4.8 Signatures:
 - 3.4.8.1 Donor(s)
 - 3.4.8.2 Foundation representation
 - 3.4.8.2.1 Chief Financial Officer of the Foundation
 - 3.4.8.2.2 Executive Director, California State University, Fresno Foundation
 - 3.4.8.3 University representative: University President (also as Foundation Secretary)
 - 3.4.8.4 Acknowledged by Dean or program officer, as relevant

- 4. Gifts not requiring a formal gift agreement
 - 4.1 Contributions clearly designated for an existing fund generally do not require a separate gift agreement.

 - 4.2 Non-endowed or one-time use gifts of less than \$50,000 can be documented with a letter or memo to the file (unless it specifies a multiple year payment; see section 3.2).

 - 4.3 Non-endowed scholarship gifts, if not to an existing fund, require documentation of at least the following details:
 - 4.3.1 Award amount and indication if one-time or to be continued annually
 - 4.3.2 General qualifications: Often indicated are minimum grade point averages, academic major and/or particular affiliations—the less restrictive, the better.
 - 4.3.3 Selection process, preferably indicating that qualified recipient(s) will be chosen by a campus committee.
 - 4.3.4 Scholarship name, if applicable: this can be an organizational name (e.g., Fresno Rotary Scholarship), a

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family name ("Smith Family Scholarship"), or a memorial designation ("Fred H. Smith Memorial Scholarship").

4.3.5 Contact person's name, address and telephone number.

5. Handling the Funds - In most cases, if the gift or initial pledge payment has been received, an account is established and funds deposited promptly.
6. Gift Agreement Committee:

The Foundation Board of Governors has established a Gift Acceptance Committee which shall act on behalf of the Board of Governors in the acceptance of certain gifts which go beyond the limits and conditions specified in this gift handling policy. Membership on the Gift Acceptance Committee shall be the members of the Executive Committee of the Board. Gifts requiring acceptance by this committee include:

6.1.1.1 All gifts of real property

6.1.1.2 All gifts with a value of \$1 million or more, and which contain special provisions such as naming opportunities, or any special handling, or if the pledge period exceeds five years.

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Gift Agreement Procedures

1. Director of Development (DoD) fills in basic template (assisted by administrative staff). Up-to-date templates are to be available electronically.
2. DoD and Campaign Director discuss concepts and any unusual details.
3. After revisions, if any, DoD sends the draft (by email) as follows:
 - 3.1 The Director of Advancement Operations, if the agreement conforms to a standard template and is less than \$50,000, or
 - 3.2 To the Foundation Counsel for a legal review if there are any deviations from the standard template or if gift amount is \$50,000 or above.
 - 3.2.1 if revisions are needed, counsel alerts the DoD,
 - 3.2.2 turnaround should be within two to five working days.
4. The Director of Advancement Operations gives the agreement a final review and produces final documents (assisted by administrative staff). The Foundation's Counsel must approve any substantive changes to documents previously reviewed/prepared by the Foundation's Counsel. The number of originals may vary according to the number of donor signers.
5. Advancement Operations logs the agreement and delivers the paper originals to the DoD to acquire the Donor's signature; DoD then conveys the documents to the respective Dean and/or other program representative for signature. DoD administrative support alerts Advancement Operations as the steps are taken and then returns the signed documents to Advancement Operations.
 - 5.1 Signatures should be acquired as promptly as possible.
 - 5.2 Advancement Operations handles the tracking of the documents.
6. Agreements go to the Executive Director and the Chief Financial Officer of the California State University, Fresno Foundation, for signature and then last to the University President for signature.
7. Fully signed documents are returned to Advancement Operations and distributed as follows:
 - A. Donor(s) – Original(s)
 - B. Foundation files – Original
 - C. Bank – Original (only in the case of donations toward a capital project)

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- D. Advancement Operations – Copy
- E. Gift Processing – Copy
- F. College/unit office – Copy
- G. For financial aid funds, Scholarship Office – Copy