University Policy 524: Charitable Gift Acceptance & Crediting

Category: Operating Policies
Sub Category: General
Covered Individuals: All University administrators, faculty, and staff
Responsible Executive: Vice President for Advancement
Policy Custodian: Office of University Advancement
Last Revised: 2019/04/10
Previous USU Policy Number: 524 (this will remain on new Policy page for one year)

524.1 PURPOSE AND SCOPE

Private giving from individuals, foundations, corporations, and other entities is critical to the University's ability to achieve its mission. The purpose of this policy is to (1) facilitate private giving to the University; (2) ensure compliance with state and federal law and best business practices regarding Charitable Gifts; and,(3) to establish University-wide standards and processes for planning, promotion, solicitation, acceptance, receipt, crediting, administration, and disposition of all Charitable Gifts.

524.2 POLICY

2.1 Gift Acceptance

Before any gift is agreed upon or accepted by the University, an evaluation shall be conducted by the Office of Advancement Services. The Office Advancement Services evaluates proposed gifts to ensure the gift complies with the University’s Gift Acceptance and Crediting Procedures. Specific types of gifts, as identified and set forth in the Gift Acceptance and Crediting Procedures, shall be evaluated by the Gift Acceptance Committee. The University President shall have the final decision-making authority to accept or decline any gift.

2.2 Compliance with University Gift Acceptance and Crediting Procedures.

All Charitable Gifts to Utah State University (or any of its programs, subdivisions, or related entities) shall be promoted, solicited, accepted, receipted, credited, administered and disposed of in accordance with the University’s Gift Acceptance and Crediting Procedures. An employee’s failure to comply with the Gift Acceptance and Crediting Procedures may result, inter alia, in the gift being returned to the donor and/or corrective action pursuant to USU Policy 311 or sanctions pursuant USU Policy 407, as applicable.

2.3 Gift Acceptance Committee Membership

The Gift Acceptance Committee evaluates proposed gifts to ensure that their acceptance, use, and administration is consistent with the mission, operation, and goals of Utah State University and its schools and units. The Gift Acceptance Committee meets as needed and includes the following University employees (or their designees):

- Vice President of Advancement (Chair)
- Senior Director of Advancement Services
- Vice President of Legal Affairs and General Counsel
- Executive Vice President and Provost
- Vice President of Business and Finance
524.3 RESPONSIBILITIES

3.1 Vice President for Advancement

The Vice President for Advancement is granted the authority and responsibility to develop and maintain Gift Acceptance and Crediting Procedures.

3.2 Office of University Advancement

The Office of University Advancement is responsible for monitoring and enforcing compliance with this policy and the Gift Acceptance and Crediting Procedures. The Office of University Advancement holds sole authority for issuing Charitable Gift Receipts to donors who make Charitable Gifts in any form to Utah State University or the Utah State University Foundation.

3.3 President, Deans, Development Officers, and University Advancement Staff

The President, Deans, Development Officers, and University Advancement staff, and any other employees, agents or representatives engaged in fundraising for the University are responsible for conducting all fundraising activities in compliance with this policy and with the Gift Acceptance and Crediting Procedures.

524.4 REFERENCES

- IRS Publication 526, Charitable Contributions
- IRS Publication 561, Determining the Value of Donated Property
- IRS Publication 1771, Charitable Contributions Substantiation and Disclosure Requirements
- IRS Publication 3833, Disaster Relief – Providing Assistance through Charitable Organizations
- Utah System of Higher Education, R530, Acceptance of Conditional Gift Policy

524.5 RELATED USU POLICIES

- 502: Naming Buildings and Other University Properties
- 517: Investment Policy
- 528: Contract Signature Authority and Delegation
- 530: Cash Handling Policy
- 532: Scholarship Awarding

524.6 DEFINITIONS

- Charitable Gift. A gift is a contribution received for the benefit of the University for either unrestricted or restricted use in furtherance of the University's mission and that requires nothing in exchange beyond an assurance that the intent of the contribution shall be honored.
- Charitable Gift Receipt. Official contemporaneous written communication from the University acknowledging the contribution and providing required disclosures and substantiation.
RESOURCES

Procedures

- Gift Acceptance and Crediting Procedures

Guidance

- Clarification to CASE Reporting Standards on Counting Issues (Council for Advancement and Support of Education, 2011)

Contacts

- Vice President for Advancement.

POLICY HISTORY

Original issue date: 2010/09/08

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Next scheduled review date:

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