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CALIFORNIA STATE UNIVERSITY, SACRAMENTO

Office of University Development

Sacramento State
Development Policy Manual



OFFICE OF UNIVERSITY ADVANCEMENT

Sacramento State

Development Policy Manual

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Part 1 – Overview

The Office of University Advancement is responsible for raising philanthropic support for California State University, Sacramento and for oversight of all activities whose purpose is to secure and manage private gifts for the campus. This manual explains the established policies under which gifts are to be solicited, accepted and administered. Please refer to the ***Gift Procedures*** manual for instructions on processing specific types of gifts and gift/donor information.

Fundraising Ethics

All philanthropic activities at California State University, Sacramento will follow the ethical standards and guidelines promulgated by the Council for Advancement and Support of Education (CASE) and the Association of Fundraising Professionals (AFP), and particularly the *Donor Bill of Rights*

(http://www.case.org/Samples_Research_and_Tools/Principles_of_Practice/Donor_Bill_of_Rights.html) and *CASE Statement of Ethics*

(http://www.case.org/Samples_Research_and_Tools/Principles_of_Practice/CASE_Statement_of_Ethics.html). The interests of the prospective donor shall be a primary consideration with respect to any gift to Sacramento State.

Conflict of Interest

All university personnel must be circumspect in all dealings with donors in order to avoid, even the appearance of, any act of self-dealing. Any transaction in which a university employee has a "material financial interest" with a donor is an act of self-dealing. In reviewing self-dealing transactions, the Vice President for University Advancement shall consider financial interest material to an employee if it is sufficient to create an appearance of a conflict.

The Vice President for University Advancement, in concert with the Associate Vice President for Development, will examine all acts of self-dealing including, but not limited to, the following:

- *Personal benefit.* Those individuals who normally engage in the solicitation of gifts or grants on behalf of the University shall not personally benefit by way of commission, contract fees, salary, or other benefits from any donor in the performance of their duties on behalf of the University. (Individuals include faculty, administrators, staff, or their family members.)
- *Purchase, sale, or leasing from a donor.* The relationship nurtured between University personnel and an individual donor is sacrosanct; consequently, purchase, sale, exchange, or leasing property from an individual donor by a member of the faculty, administration, or staff will be subject to review.
- *Borrowing from a donor.* Faculty, administrators or staff of the University are prohibited from borrowing funds or entering into any form of credit extension with an individual donor. "Faculty, administrators, or staff" of the University also includes associations, partnerships, corporations or other enterprises in which a member of the faculty, administration, or staff (or family members) hold a principal ownership interest.

Finder's Fees or Commissions

California State University, Sacramento will pay no fees to any person in consideration of directing a gift to the University.

Part 2 - Gift Solicitation and Fundraising Activities

It is the goal of California State University, Sacramento to maintain a well-organized fundraising program that aims to obtain both restricted and unrestricted funds for the University. Such funds are vital to the growth of Sacramento State as a regional University, to provide a “level of excellence,” and to enhance the existing quality of the state-supported programs of the institution. It is our policy that fundraising solicitations meet federal, state and local law requirements, fundraising solicitation materials are accurate and truthful, and fundraising costs are reasonable.

General Provisions

To ensure an effective and unified fundraising program, all philanthropic fundraising efforts in the University and its related auxiliary organizations must be approved by the Vice President for University Advancement, who is the President’s designated representative. Fundraising programs and activities must be consistent with the University’s academic mission as well as its stated goals and priorities.

Solicitations of funds or property are not to be made by anyone in the name of, or for the benefit of, the University without prior approval of the Vice President for University Advancement. All college, unit, or program fundraising activities must be coordinated through the Associate Vice President for Development.

The University Foundation at Sacramento State is the University’s philanthropic auxiliary. All gifts in support of the goals, missions, and programs of California State University, Sacramento (including all colleges, schools, and academic and non-academic units) are to be solicited through this foundation. The board of The University Foundation at Sacramento State may be engaged to assist the University in achieving specific fundraising goals upon request by the President and the Vice President for Advancement.

Solicitation of Gifts and Memberships

Gift solicitations may include but are not limited to the following methods: direct mail, telemarketing, personal asks, written proposals, mass electronic mail (“e-solicitation”), and events. They may also include “soft” solicitation methods such as newsletter appeals or response envelopes. All solicitation materials and templates must be reviewed and approved by the Associate Vice President for Development.

Annual Fund Solicitations

Annual funds customarily involve direct mail or telemarketing campaigns targeted at a specific constituency. All solicitation materials and templates must be reviewed and approved by the Associate Vice President for Development. Annual fund solicitations must be scheduled by the Director of Annual Giving Programs in the Development Office. All requests for alumni/prospect data from Advance to be used to solicit annual gifts must be reviewed by the Director of Advancement Services in the Development Office. Approval may be granted either by the Director of Annual Giving, the Director of Advancement Services, the College’s assigned Development Officer, or the Associate Vice President of Development, depending on the information requested.

An annual fund may not solicit individuals outside of its defined constituency without prior permission through the approval process above.

President's Circle

Gifts to the President's Circle are for the unrestricted use of the President to carry out his priorities for the University. The President of Sacramento State has the authority to solicit any alumna or alumnus, friend, business or community leader for the President's Circle. Solicitations will be coordinated through the Advancement Office, and prospect managers will be notified if their prospects will be solicited. Gifts to a college or to any restricted purpose may not be counted toward membership in the President's Circle.

Membership Solicitations

Alumni Association and other membership solicitations (including membership in "friends" groups, such as Friends of the Library) must follow solicitation guidelines. Approval of membership solicitations must be reviewed and approved by the Vice President for University Advancement.

The timing for all membership solicitations must be cleared through the Director of Annual Giving Programs in the Development Office. Prospect lists and requests for alumni/prospect data files from Advance must be reviewed by the Director of Advancement Services in the Development Office. Approval may be granted by either the Director of Annual Giving, the Director of Advancement Services, the college's assigned Development Officer, or the Associate Vice President of Development, depending on the information requested.

Multiple Solicitations

Multiple solicitations of prospects during the fundraising year by different Sacramento State units or for different purposes are encouraged, provided the solicitations are appropriate and coordinated. However, solicitations for different purposes may not occur simultaneously but must be sequenced.

Major Gift Solicitations - Individuals

Solicitation of gifts of \$5,000 or more from a single source must comply with campus prospect management policies. Prior to solicitation of a major prospect, Development Officers must request and obtain "assignment" of the prospect through the office of Prospect Research, which manages prospect assignments on Advance. The Development Officer who is taking the lead in a solicitation with a major gift prospect is assigned as the "prospect manager" to the prospect. Prospect assignments, cultivation, and solicitation activities are tracked on Advance.

Corporate and Foundation Solicitations

Corporate and foundation letters of inquiry or proposal solicitations of \$5,000 or more must comply with campus prospect management policies. Prior to a letter of inquiry or proposal to a corporation or foundation, Development Officers must request and obtain the clearance level of the prospect through the office of Prospect Research, which manages prospect assignments on Advance. The Development Officer who is taking the lead in the solicitation activities will be assigned as the "prospect manager" for the corporation or foundation.

e-Solicitations

Policy to be determined.

Approval of Solicitation Materials

Solicitation materials and templates must be approved by the Associate Vice President for Development before they are printed and/or presented. All solicitation materials must include the following disclosure language concerning The University Foundation at Sacramento State: *The University Foundation at Sacramento State is the philanthropic arm of Sacramento State. All gifts in support of the goals, missions, and programs of California State University, Sacramento (including all colleges, schools, academic and non-academic units) are made through this foundation.*

Events and Activity-Related Fundraising

Campus groups or individuals who wish to raise funds on the University's behalf or for a campus program must consult with the Development Office before embarking on a fundraising effort. All fundraising events must be approved by the Vice President for Advancement through submission of a Fundraising Event Approval Form (<http://www.csus.edu/giving/docs/FundraisingEventApprovalForm.docx>) Approval of a recurring fundraising event of activity must be renewed for each occurrence of the event.

Fundraising events and activities to raise funds for a campus department or program must:

- Have the endorsement of the relevant Dean or administrator
- Offer a benefit to the University community that is consistent with the University's educational mission
- Reflect positively on the University
- Be an efficient and effective use of campus resources
- Comply with federal, state, and local regulations
- Not expose the University or its auxiliaries to undue risk or liability
- Fulfill the University's fiduciary responsibilities to its donors.

Events or activities that are determined to be unrelated or in opposition to broader University objectives, or that would establish difficult or undesirable precedents, will not be approved.

Fundraising activities that are conducted by outside vendors, such as used car sales or programs to sell "scrip," are generally prohibited. Fundraising by groups outside the University is only permitted with the express, written approval of the Associate Vice President for Development, who will determine if the fundraising program directly benefits the University and accurately represents the campus and its academic mission.

On-campus events and programs will be approved on a case-by-case basis with the following caveats:

- Gaming events—casino nights, poker tournaments—will be strictly limited to the appropriate donor base, such as the athletics booster club.
- Events that are more "friend-raising" activities than philanthropic pursuits—golf tournaments and fun runs—will be considered on the basis of staff time versus benefit, as well as suitability of the intended audience to both the event and the program for which funds are being raised.
- A representative from the Development Office must serve in an advisory capacity on each event or activity's planning committee, and the Development Office will review and endorse the list of prospective donors to be invited and/or solicited for each event or activity.

Once an event or activity has been approved, it is the responsibility of the organizer to ensure that the event or activity complies with all local, state, and federal regulations. Gaming events must have the necessary permits from the State Attorney General's Office and meet the requirements of its Guide for Charities. Raffles must meet current state restrictions as identified by the Attorney General's Office. Any event where alcohol is served or sold must meet state and local

regulations and have the appropriate permits. The campus Risk Management office may require additional assurances, such as liability insurance or the presence of public safety personnel.

Publicity and printed materials for all fundraising events and activities must be in accord with campus policies, comply with Internal Revenue Service regulations and be reviewed by the Development Office and Public Affairs prior to distribution.

Except for activities sponsored by one of the University's other auxiliaries (such as ASI), The University Foundation at Sacramento State serves as the fiscal agent for Sacramento State-approved fundraising events and activities. Donations are to be made payable to The University Foundation at Sacramento State.

Part 3 - Gift Acceptance

By Executive Order, the CSU Office of the Chancellor has delegated to the President the authority to: evaluate and accept gifts, bequests, and donations of personal property to the campus and accept gifts of interest in real property to the campus on behalf of the Board of Trustees (as authorized). Most gifts of real property are accepted through The University Foundation at Sacramento State.

The President has further delegated this authority to the Vice President for University Advancement and the Associate Vice President for Development. Pursuant to these delegations, the campus must perform due diligence to ensure that all gifts accepted by the campus will aid in carrying out the primary functions of the campus and California State University. In some cases, such as in the case of an offer of a Special Collection, the Vice President for University Advancement may convene a Gift Acceptance Committee to review potential gifts (see *Special Collections*).

The Office of the Vice President for University Advancement is responsible for ensuring the acceptance, recording, acknowledgment and reporting for all private gifts from alumni, friends, corporations, and foundations to all colleges, departments, and units of California State University, Sacramento. Gifts to Sacramento State are recorded on the central alumni/donor database, Advance. Advance is administered by the University Development Office.

General Provisions

All gifts, bequests, devises, and donations that are accepted must be used in accordance with restrictions specified by the donor.

It is the policy of the University to maintain donor confidentiality covering all Gift Agreements and other gift documentation. The donor name, amount of gift, and where the gift is directed is the only information that may be publicly released, unless the donor has requested anonymity in their giving.

Gifts that may expose Sacramento State to adverse publicity, require expenditures beyond Sacramento State resources, or involve Sacramento State in collateral responsibilities because of their source, condition or purposes, or are not consistent with the mission of the University, will not be accepted.

The University publishes donor names without amounts annually in the Honor Roll of Donors, unless the donor requests anonymity for their giving. In the same manner, any publicity surrounding a gift is at the discretion of the Vice President for Advancement and follows the wishes of the donor.

The University cannot accept gifts that are too restrictive in purpose or that are inconsistent with the University's stated academic purpose and priorities. Gifts must not inhibit the University's ability to accept gifts from other donors. No gift can be received that limits, beyond a general definition of a subject area, research that a faculty member or student can perform.

By state and federal law, the University cannot accept gifts that involve unlawful discrimination based upon ethnicity, gender, sexual preference, religion, creed, national

origin, disability or any other basis prohibited by federal, state and local laws and regulations. It also cannot accept gifts that obligate it to violate any other applicable law or regulation.

The University Foundation at Sacramento State functions as the University's philanthropic auxiliary. The University will deposit new gifts and endowment funds into The University Foundation at Sacramento State accounts. Exceptions are made for gifts directed to one of the University's other recognized auxiliary organizations for purposes which only that auxiliary can fulfill, or for gifts that supplement existing endowments and scholarships that were set up within the University Trust or other auxiliary organization. Other recognized auxiliaries of Sacramento State are: Associated Students, Inc., University Enterprises Inc., University Union and Capital Public Radio. Gifts to these auxiliaries are accepted and processed in accordance with procedures developed specifically for the auxiliary.

See also *Gift Types and Payment Methods*.

Definitions

Gifts

A gift is a contribution received by an institution for either unrestricted or restricted use in the furtherance of the institution for which the institution has made no commitment of resources or service other than, possibly, committing to use the gift as the donor specified. The contribution is a non-reciprocal transfer in that there is no implicit or explicit statement of exchange, purchase of services or provision of exclusive information. If the donor receives benefits in return for the contribution, the amount of the gift recorded and reported is reduced by the fair market value of all benefits given. The institution has no obligation to report to the donor how the gift is used or invested, but institutions are not prevented from providing such reports as part of donor stewardship.

Non-gifts

Payments for goods or services are considered operating revenue and may not be deposited to gift accounts except as they relate to or result from fundraising activities. Checks from tax-supported agencies in the State of California will not be processed as gifts, because it is illegal for any tax-supported agency in the state to make a donation. University employees cannot be credited with gifts contributed to budgets of which they are the direct recipients.

Gift Acceptance Form (GAF)

Central recording of gifts on the Advance database is accomplished through the execution of a Gift Acceptance Form (GAF), or authorized substitute. A GAF, signed by the Development Officer who solicited the gift, the Dean/Unit Official (for gifts to their unit), and approved by the Associate Vice President for Development is required for the following types of gifts:

- Gifts of \$5,000 and above
- Gifts of securities (below \$5,000 requires only AVP approval)
- Gifts to the other auxiliaries: Capital Public Radio, University Enterprises, Inc. or Associated Students, Inc.
- Planned gifts including estate distributions, trust agreements, gift annuities, life insurance, and real estate (must also be signed by the Director of Planned Giving)
- In-kind gifts

See *Gift Procedures* manual for specific instructions for completing a GAF. *Note:* For gifts below \$5,000, a GAF can be used as a gift transmittal, providing information necessary for gift processing, but signatures are not required except as noted above.

Gift Agreements

A Gift Agreement signed by the donor(s), Vice President for Advancement, and the President is required for new endowments, as well as for gifts or gift commitments of \$10,000 and more. Exceptions to this requirement may be made for gifts received by the University through estate or trust distributions, or where donor intent is sufficiently documented for audit purposes. (See Appendix for *Sample Gift Agreement, page 28.*)

Gift Acceptance Committee

As part of the gift approval process, the Vice President for University Advancement may choose to convene a Gift Acceptance Committee, which is responsible for reviewing proposals for special major gifts, including Special Collections, and ensuring the gifts meet the Criteria for Acquisitions listed below. The composition of the committee will be determined by the type of collection being proposed, but may include the Provost, the Vice President for Administration and Business Affairs, the Dean of the College accepting the gift or subject specialists as indicated by the contents of the gift. The committee will be chaired by the Vice President for University Advancement and staffed by the Associate Vice President for University Development, the Director of Development Operations, and the Development Officer facilitating the gift. The Vice President for Advancement may invite faculty, senior administrators or staff to address or participate on the Committee as appropriate.

The Associate Vice President for University Development is responsible for obtaining the Special Collections Proposal Form (if appropriate) and background information for the Gift Acceptance Committee, documenting the Committee's recommendations and implementing the Committee's decisions, including corresponding with donors and completing all required paperwork. The Committee may recommend additional research, if needed to reach a decision. The Vice President for University Advancement shall sign the Gift Acceptance Form (GAF) for any new Special Collection, or gift being considered by the Gift Acceptance Committee, thereby indicating final approval.

Gifts of Special Collections

Special Collections—gifts-in-kind that consist of collections such as works of art, memorabilia, artifacts or other types of tangible personal property—must be considered on a case-by-case before they can be accepted.

A Special Collections Proposal Form

(<http://www.csus.edu/giving/docs/SpecialCollectionsGiftProposalForm.doc>)

must be signed by the Dean of the program area where the gift will reside and by the Vice President for Advancement. On the Special Collections Proposal Form, the campus representative working with the donor will specify how the gift will benefit the campus or the department where it will be housed, and will be asked to consider and identify potential issues that could have a negative effect on the institution financially or legally, or bring harm to the institution's reputation. They will also outline any specifications for insuring and maintaining the collection, along with provisions for funding those requirements.

Once accepted, the gift becomes the property of the University. The donor gives, transfers and assigns all rights, title and interest in and to the property as an unrestricted gift. If the donor plans to claim a tax deduction for the value of the collection, valuation and appraisal requirements will apply as for other gifts-in-kind, as detailed in the *Gift Procedures* manual.

As part of the gift approval process, the Vice President for University Advancement may choose to convene a Gift Acceptance Committee, which is responsible for reviewing proposals for special major gifts. The composition of the committee will be determined by the type of collection being proposed. The Vice President for University Advancement shall sign the Gift Acceptance Form (GAF) for any new Special Collection, or gift being considered by the Gift Acceptance Committee, thereby indicating final approval.

Special Collections are subject to the following criteria:

- The collection must be of value in promoting and supporting the role and scope of the mission of Sacramento State.
- The cost and expenditure of staff time and other resources in acquiring, researching, transporting, processing, and storing the objects must fit within the University's available resources or provision for funding of such must be included as part of the gift.
- The collection must be of a size and physical state for which Sacramento State can provide adequate storage space and security.
- Objects must be the legal property of the donor and he/she/it must have legal authority to transfer ownership.
- The acquisition of objects must comply legally and ethically with:
 - a. United Nations Educational, Scientific, and Cultural Organization (UNESCO) Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property, November, 1970; Article 9 Convention under the Convention on Cultural Property Implementation Act (1983)
 - b. Native American Graves Protection and Repatriation Act (NAGPRA) Public Law 101-601; 25 U.S.C. 3001-13; 104 Stat. 3042
 - c. Treaty of Cooperation between the United States and Mexico for the Recovery and Return of Stolen Cultural Properties for Pre-Columbian Artifacts
 - d. Antiquities Act, Archaeological Resources Protection Act of 1979, Public Law 96-95; 16 U.S.C. 470aa-mm
 - e. Treaties, memoranda of understanding, or other legal agreements between the United States and other countries regulating importation of archaeological and ethnographic materials
 - f. Convention on International Trade in Endangered Species (CITES), 1977
 - g. African Elephant Conservation Act 16 USCS 4203
 - h. Migratory Bird Treaty Act of 1918, 16 U.S.C. 703-712, Ch. 128; July 13, 1918; 40 Stat. 755 and subsequent amendments
 - i. Endangered Species Act of 1973 16 U.S.C. 1531-1544, 87 Stat. 884 and subsequent amendments
 - j. Bald Eagle Protection Act of 1943, 16 U.S.C. 668-668d, 54 Stat. 250 and subsequent amendments
 - k. USFW and USDA regulations relating to biological material imported from outside the U.S.
 - l. Lacey Act Amendments of 1981 relating to biological material, Public Law 97-79, 16 U.S.C. 3371-3373
 - m. Marine Mammal Protection Act of 1972, 16 U.S.C. 1361-1407, P.L. 92-522 and subsequent amendments
 - n. All other applicable local, state, federal and international laws and regulations
- Collections of human remains and sacred materials will not be acquired if it is known at the time of acquisition that their presence and use is considered to be offensive or

inappropriate by the relevant cultural group, whether or not they are governed by public law.

- Materials subject to copyright must be accompanied by documentation of the transfer of named copyrights or by documentation identifying copyright status.
- The collection must be free of restrictions that it remain intact or at the University in perpetuity. If the collection no longer serves the mission of Sacramento State, the University retains the right to sell the collection, or objects in it, upon notification of the donor.

The Committee should evaluate the gift's potential to bring adverse publicity or financial liability to the University, or if accepting the gift could restrict academic freedom or the University's ability to act independently. The Committee should also review expectations or needs to catalog, archive or lend the collection and how those efforts will be funded.

Returning Gifts

If, for some reason, the University is unable to comply with the donor's intent, or if the gift has been misdirected to the University or is the result of a processing error, a return of gift may be authorized at the University's discretion. The President has delegated the authority to approve such returns to the Vice President for University Advancement.

Part 4 - Gift Administration

All donations to the University are administered in accordance with established University policy on Non-State Funds, State of California Government and Education Codes, and applicable University Foundation at Sacramento State policies.

Under CSU Chancellor's Office Executive Order 676, all gifts, bequests, devises, and donations that are accepted must be used in accordance with restrictions specified by the donor. All advancement activities must adhere to the Code of Ethics and Standards of Practice promulgated by the Council for Advancement and Support of Education (CASE), the National Association of College and University Business Officers (NACUBO), and the Association of Fundraising Professionals (AFP).

The donor's specified intent for the use of the gift will affect the entity to which the funds are deposited. The depository and the purpose of the gift may also affect the applicable interest earnings and management fees that may be assessed on the donation.

Gift Types and Payment Methods

Outright Gifts

- Cash/Checks: Cash gifts can take the form of currency, coin, checks, money order or bank draft. Checks should be made payable to The University Foundation at Sacramento State with a letter or pledge form stating the donor's designation of the gift.
- Credit Cards: Sacramento State can accept credit card donations made through MasterCard and Visa. Gifts made through the campus Call Center or the giving website are processed by the Development Office. Credit card information may also be received by phone, mail or personal transmittal from the donors.
- Payroll deduction: Current Sacramento State employees and emeriti faculty and retirees may donate through monthly payroll deduction or CalPERS. Donors must submit a form to the Development Office authorizing the State Controller's Office to direct the monthly deduction to The University Foundation at Sacramento State, as detailed in the *Gift Procedures* manual.
- Securities: Gifts of securities are accepted through The University Foundation at Sacramento State. Gifts of securities usually involve donations of publicly traded common stock or bonds. Gifts of private stock or other less marketable assets require special consultation with the Chair of the University Foundation Investment Committee prior to their transfer to the University. The Development Office should be notified immediately if a transfer of stock is expected, as detailed in the *Gift Procedures* manual.

Pledges

A pledge is an agreement from a donor to make a future donation or donations. Pledges must be in writing, specify an amount, and indicate the duration for payment in full in order to be recorded on Advance. If multiple payments are to be made, a pledge schedule should be provided.

The pledge period should not exceed five years for a major gift. Payment schedules longer than five years may be approved by the Associate Vice President for Development on an exceptional basis for very large or special gifts. A pledge to the Annual Fund should not exceed one year.

Once a year, review “old” pledges, including:

- Partially paid pledges dated seven or more years ago (as of the end of the last fiscal year), for which payments should have been received beginning at least five years ago, and for which no payments have been received in more than four fiscal years;
- Pledges for which no payments at all have been received, dated three or more years ago, whose payment schedule indicates that payments should have been received beginning at least two years ago.

A list of the outstanding pledges identified above will be distributed to the development team informing them that unless the donor provides an updated payment schedule, the pledge will be written off in 60 days with the approval of the Vice President of Advancement.

If this is a University Foundation pledge, the Executive Officer of the Foundation will notify the Foundation board of the action as appropriate.

Gifts-In-Kind

Sacramento State may accept or decline gifts-in-kind (such as paintings, books, antiques, sculptures, furniture, and equipment) on an individual basis based on whether the gifts provide educational value or otherwise serve the University’s purposes. Departments should be consulted prior to the acceptance of any gift-in-kind for use by that department or its programs to ensure that the gift is wanted and can be used.

Note: Gifts of service (e.g., guest rooms or spa treatments donated by a resort hotel), gift certificates for service or tickets to events donated by the provider, rent, donated labor, or professional services are not allowable as tax-deductible gifts.

The Vice President for Advancement should be consulted prior to the acceptance of any unusual gifts-in-kind or if there is a question about restrictions attached to a gift offered to the University (see also *Gifts of Special Collections*). Other departments can also be consulted as to the suitability of accepting gifts-in-kind.

The University must consider requirements for special storage, display, insurance, or security measures prior to the acceptance of a gift-in-kind. The exact placement of furniture, artworks, or equipment cannot be guaranteed. Transportation and appraisal costs related to the acceptance of a gift-in-kind must be borne by the donor. With the exception of items to be auctioned as part of a fundraising event, gifts-in-kind are received through the University and become property of the University. In general, however, the University does not accept items, such as automobiles, for immediate liquidation.

A Deed of Gift may be prepared for the donor’s signature to document the item(s) donated and facilitate transfer of the gift. A Gift Acceptance Form (GAF), signed by the Development Officer and Dean of the benefiting unit and approved by the Associate Vice President for Development must be filed on all in-kind gifts received by the University.

Valuation of gifts-in-kind will be consistent with procedures and instructions detailed in the *Gift Procedures* manual.

Computer Equipment and Software

Gifts of software must be approved by the campus Software Gift Policy Committee. See *Gift Procedures* manual for details.

Matching Gifts

Matching gifts require the donor to take additional steps to increase their gift to campus. We honor their additional commitment by accepting matching gifts in compliance with the matching gift organization's eligibility requirements. By completing an appropriate matching gift claim, the recipient organization acknowledges that it understands the conditions of the program and, to the best of its knowledge, the request submitted fulfills those conditions. See *Gift Procedures* manual for details.

Real Estate

All gifts of real estate must be coordinated by the Director of Planned Giving in accordance with the policies and procedures set forth in the *Gift Procedures* manual. Gifts of real estate are accepted through The University Foundation at Sacramento State, by special action of the Board. All transactions involving real property shall be consistent with The University Foundation's and the University's charitable and educational mission and tax-exempt status, and they shall be commercially reasonable.

Life Insurance

All gifts of life insurance must be coordinated by the Director of Planned Giving in accordance with the policies and procedures set forth in the *Gift Procedures* manual.

Planned Gifts

All planned gifts and estate distributions must be coordinated by the Director of Planned Giving in accordance with the policies and procedures set forth in the *Gift Procedures* manual. For the purposes of this policy, "planned gifts" shall include, but are not limited, to the following:

- Revocable planned gifts (gifts by will or living trust)
- Irrevocable planned gifts
 - Charitable remainder trusts (CRT)
 - Charitable gift annuities (CGA)
 - Remainder interest in a house or farm (retained life estate)
 - Charitable lead trusts (CLT)
- Individual Retirement Account (IRA)

Gift Receipts and Acknowledgments

Gift acknowledgment is essential, both for legal and donor-relations reasons. Sacramento State must comply with IRS regulations regarding the substantiation of charitable donations.

Upon entry of a gift into Advance, University Development produces acknowledgment letters/official receipts over the Vice President for Advancement's signature for The University Foundation at Sacramento State and the University Trust, depending on the "agency" in which the allocation resides. Gift receipts reflect IRS and other applicable regulations pertaining to the particulars of the gift. The various types of gift receipts produced are detailed in the *Gift Procedures* manual.

Gifts to other University auxiliaries (Capital Public Radio, ASI, University Enterprises) are receipted by those organizations and may be recorded on Advance so the University will have a complete record of gifts. Gifts to related groups (non-auxiliaries) such as the Alumni Association are receipted by those organizations but not recorded on Advance, unless they are made to an account in The University Foundation at Sacramento State or the University.

Additional thank-you letters are encouraged and may be written by Development Officers, deans, department chairs, etc., as appropriate. The dollar amount of a gift may be mentioned in a thank-you letter for cash gifts (cash, check, credit card) but never for other gifts (in-kind, securities, real estate, etc.) due to IRS valuation and deductibility issues.

Presidential acknowledgments are generated by the Development Office, as appropriate. Generally, letters are prepared for gifts to the President's Circle, gifts of \$5,000 or more, or if the gift is from a special donor or friend of the University, such as a CSU Trustee, University Foundation Board Member, etc. Departments should identify opportunities for Presidential acknowledgments and provide appropriate drafts or wording to the Development Office for preparation of the letters.

Administrative Fees on Gift Accounts

Account maintenance fees are charged for the sole purpose of covering the cost of administering non-general funds, as required by Executive Order 753. The services provided for the management fee include accounting, investment, audits, cashiering, accounts receivable, purchasing, accounts payable, personnel, and payroll. All other services are provided as an expenditure of funds.

- The University Foundation at Sacramento State: The University Foundation at Sacramento State currently charges a 3 percent one-time fee on all new gifts and revenue and a 1 percent recurring annual fee on the market value of the investment pool. The recurring fee is taken from investment earnings prior to distribution to accounts. All funds are subject to the policies of the University Foundation, including administrative and/or management fee. The fee structure may be adjusted from time to time at the discretion of the board.

Interest Paid on Accounts

Funds deposited in each of the entities above are invested in accordance with the policy of that organization.

- University Trust: All cash earnings, such as interest and dividends resulting from the investment of these funds, are distributed on a prorated share of each account's average daily cash balance. All growth earnings, such as increased market value, are held centrally until invested securities are sold and then distributed as cash earnings.
- The University Foundation at Sacramento State: All cash earnings, such as interest and dividends resulting from the investment of these funds, are distributed on a prorated share of each account's average daily cash balance. All growth earnings, such as increased market value, are distributed based on a prorated share of the account's value in the investment pool.
- University Enterprises, Inc.: Earnings resulting from the investment of these funds are held in central accounts and are not available for transfer or expenditure.

Part 5 - Gift Valuation and Reporting

Gifts other than cash (or its equivalent, such as credit card donations) are valued as follows:

- *Securities* are recorded and reported at the mean between the high and low trade values of the shares on the date the stock was transferred to Sacramento State. Normally, the same value will be used for gift counting purposes; however, in unusual circumstances the gift may be counted using some other standard if there is a compelling reason to do so. The Associate Vice President of Development will in such cases make the final determination of the amount to be counted.
- *Gifts-in-Kind* are recorded, reported, and counted at the appraised value, fair market value, or educational/government discount value, as appropriate to the item. Sacramento State is not responsible for affixing value to any gift; it is the responsibility of the donor to prove the value. Gifts are recorded at their appraised or estimated value. Receipts do not indicate the recorded value but simply provide a description of the gift. They may not be used as payments on pledges.
- *Real Estate*: Outright gifts of real estate, including land, buildings, and other improvements, are recorded, reported, and counted at their appraised or fair market value on the date of gift; however, in those cases where the net proceeds on the sale of the property are 10 percent or more above its appraised value, it will be assumed that the sales price is a better indicator of value than the appraisal, and the amount recorded, reported, and counted may be revised.
- *Insurance*: Paid-up life insurance policies are reported at their cash surrender value. Where Sacramento State is the holder of a policy for which the donor reimburses the University for premium payments, the amounts contributed for premium payments are recorded and reported as gifts from the donor. The value that will be counted for any gift of insurance will be determined on a case-by-case basis.
- *Pledges*: The full value of a written pledge is recorded and may be counted in internal reports and in the CSU *Annual Report of External Support*, but pledges are not reported to the Council for Aid to Education (CAE). Payments made toward pledges are recorded and reported in the year they are received.
- *Planned Gifts*: Charitable remainder trusts, charitable gift annuities, pooled income funds, and retained life estates are recorded and reported at the full face value of the gift. These gifts will be counted at the remainder value. Income from charitable lead trusts is recorded and reported in the year the income is received. Charitable lead trusts will be counted at the present value of the income interest. Bequest expectancies and revocable trusts are not recorded or reported to CAE, but they may be tracked and counted for internal purposes.
- *Software*: Valuations of irrevocable software gifts should closely follow CASE guidelines; i.e., recipients should book the educational discount price or fair market value. If the educational discount price is not provided by the donor, the recipient is to independently determine the actual price that would be paid for the software if it were to be purchased directly. The recipient must compare the actual software configurations for which the price is being determined. The valuation of “mega” software gifts (where Sacramento State is a test site, and there is no established retail price) must closely follow CASE guidelines and be approved by the Sacramento State Gift Policy Committee, which consists of the Associate Vice President for Finance or designee and the Associate Vice President for Development. The Development Officer for the benefiting unit or other

faculty/administrators may participate in reviewing the gift valuation of a specific software gift.

- *Royalties and honoraria:* In accordance with IRS policy, royalties and honoraria are considered payments, which are reportable by the recipient as income for personal income tax purposes. Individuals may donate their royalties or honoraria to the University; in such cases, the individuals must declare the payments as income for tax purposes. The gift will be recorded on the individual's gift record and reported as a gift. If the organization paying the royalty or honorarium makes the check payable to the University, the individual must still claim the payment as income, and the gift will be recorded and reported as a gift from the individual. It is recommended that the donor check with his or her legal or tax advisors for tax implications before making the gift.

Resources Not Recorded or Counted As Gifts

- *Transfers from one fund to another.* For example, if \$10,000 from the University Fund is transferred to a department or program, it is not counted as a new gift to that department and no GAF is filed.
- *Scholarships intended for a specific individual named by the donor.* These are considered "pass-through" or "sponsored student" awards and do not meet charitable gift requirements. Similarly, the University does not serve as an agent for other funds, e.g., for parents who want the campus to hold their children's college funds.
- *Challenge gifts where there is the requirement that the donation be returned if the challenge is not met.* Challenge pledges may be accepted on a case-by-case basis where there is true donative intent and the pledge will be paid if the challenge is met.
- *Contracts* that are administered through University Enterprises, Inc. However, *grants from private agencies* may be recorded on Advance and counted toward private support totals. Grants and contracts received by Sacramento State are classified in conformance with the National Association of College and University Business Officers (NACUBO) standards, which distinguish between contributions (grants) and exchange transactions (contracts). Federal, state, and local grants are reported as revenue in the *CSU Annual Report of External Support*.
- *Sponsorships* that involve recognition that constitutes advertising or a substantial return (such as exclusive relationships or trade-outs) are not countable. Most sponsorships may be counted as gifts if only a simple name or logo placement is included.
- *Gifts-in-kind of services*, including rent, professional services (donated hotel rooms and spa treatments), volunteer services or time.

Gift Reporting Standards

- Gifts and private grants received by Sacramento State are recorded in conformance with the *Council for the Advancement and Support of Education (CASE) Management Reporting Standards & Management Guidelines*.
- Gifts and private grants received by Sacramento State are formally reported in the *Higher Education Survey* to the Council for Aid to Education (CAE) and in conformance with CAE's guidelines.
- Voluntary Support (new gifts, pledge payments, new pledges, and testamentary commitments, less pledge write-offs) are reported as Total Gift Commitments in the annual *CSU External Resources Report*. Additionally, Endowment Market Value, Alumni Data, and Grants and Contract Revenue, Non-Capital, are reported.

- Figures from the CAE *Higher Education Survey* are reported in the CSU *Annual Report on External Support*.

Gifts and private grants to the University (University Trust) and officially recognized auxiliaries (The University Foundation at Sacramento State, University Enterprises, Inc., University Union, and ASI) are recorded and reported in the *Higher Education Survey*. Gifts to Capital Public Radio are reported as an aggregate total. Gifts to non-recognized affiliated organizations (Alumni Association, for example) are neither recorded nor reported.

Some gifts counted for development and/or donor relations purposes may not be reported externally. Unless otherwise noted, Advance is the primary source for gift recording and reporting.

The fiscal year for gift reporting purposes is July 1 through June 30.

Part 6 - Endowments and Scholarships

Endowments

An endowment is a fund whose donor has stipulated that the principal (endowment corpus) must remain inviolate and be invested, and that only income may be expended. In accepting endowments, the University is legally bound to keep the corpus intact and to comply with donor restrictions governing the use of the income.

New endowments are established through The University Foundation at Sacramento State. Some older endowments reside in the University Trust.

- The minimum corpus required to endow an account through The University Foundation at Sacramento State is \$10,000. Larger minima may apply depending on the purpose the endowment is intended to support.
- New endowment accounts may be opened with a fully executed Gift Agreement and a commitment to achieve full funding within a specified period of time.
- Establishment of endowments is contingent upon full funding at a minimum of \$10,000. Donors and prospective donors should be advised that if minimum funding is not achieved, the funds will be directed to current expenditure for purposes consistent with the original terms.
- When an endowment fund has reached \$10,000 (or the minimum required for the purpose), the earned interest may be transferred at regular intervals into a linked fund from which expenditures may be made.
- In general, no funding above what is currently budgeted will be available from a newly created endowment until the endowment is fully funded.
- Once an endowment has been established, it may not be dissolved without donor permission. Funds may be transferred to another account with a similar purpose, via a memo from the donor or signatory on the account to the Development Office.
- The donor's specified intent governs the use of an endowment. If the donor is no longer living, and a contingent use has not been authorized by the donor, the University may be required to seek legal recourse to change the terms of an endowment (through *cy pres*). In such instances, the University must be able to prove to the court that it has made every effort possible to spend the funds under the current terms. It should be noted that a donor's heirs cannot authorize changing an endowment's terms, although it is sometimes helpful if they endorse the University's request to do so. If restrictions have been placed on the use of an endowment by the University rather than the donor, the restrictive terms may be modified at the University's discretion.
- The University Foundation at Sacramento State complies with the provisions of the Uniform Management of Institutional Funds Act (UPMIFA) in its management of endowment funds.

Endowed Faculty Positions

The minimum corpus stated will create the position in a particular academic area. Income from the endowment provides support for a significant portion of the position's salary and/or other activities related to the position. Categories will be uniform throughout the campus.

Categories of Endowments:

- Endowed Chair—\$1,500,000 minimum. An endowed chair funds supplementary support/activities to a faculty position. The Office of the Provost and Vice President

of Academic Affairs will provide the base salary for a tenured full professor. An appointment for an endowed chair position will be in perpetuity.

- **Endowed University Professorship**—\$750,000 minimum. An endowed university professorship enables Sacramento State to provide increased compensation support to outstanding tenure-track faculty members already employed by the University. An endowed professorship provides funds to augment a state-supported faculty position, either through salary or other activities. An appointment for an endowed university professorship will be three (3) years.
- **Endowed Lectureship**—\$500,000 minimum. An endowed lectureship enables Sacramento State to provide increased support to outstanding junior faculty members already employed by the University. By providing increased opportunity for professional growth, the endowment enables Sacramento State to reward and encourage career development in the best junior tenure-track faculty members. An endowed lectureship provides funds to augment the research and community activities of a state-supported salaries faculty position. The appointment for an endowed lectureship will be three (3) years.

Scholarships

Named scholarships may be either endowed, meaning only distributed income earnings may be expended in support of the scholarship, or non-endowed, meaning that all funds in the account are fully expendable. New named scholarships are established through the University Development Office, which coordinates receipt of the gift and development of the scholarship criteria with the donor, the department/program, Financial Aid, and campus accounting offices. Scholarships are considered a type of financial aid.

Funding Minima for Named Scholarships

Funding minima may apply for new non-endowed named scholarships. If the scholarship account is not replenished, the remaining funds may be spent down according to the accounting specifications, or, if the balance is a negligible amount, transferred to the department's general fund.

A minimum of \$10,000 is required by The University Foundation at Sacramento State to establish an endowment account. An endowment account can be established upon receipt of a fully executed Gift Agreement and a commitment to complete funding within a specified time period. All interest earned on the account will be deposited into the endowed account. If, however, the account does not reach the \$10,000 minimum within the specified time period, the scholarship specifications may be used to begin awarding the funds as an annual scholarship account.

Legal Considerations

Under IRS regulations, donors cannot choose the recipient of a scholarship they have funded with a tax-deductible donation. In some instances, donors may serve on scholarship selection committees, so long as there are at least two other University representatives.

Under California law, Sacramento State may not accept terms that give preferential consideration based on race, color, ethnicity, gender, sexual preference, religion, creed, or national origin.

Part 7 - Donor Recognition and Stewardship

General Provisions

Consistent with the tenets of the *Donor Bill of Rights*, the Stewardship program at Sacramento State is committed to ensuring that:

- Donors receive appropriate acknowledgement and recognition for their gifts;
- Donor gifts are used for the purposes for which they were given;
- Donors receive timely financial and activity information about their named funds and endowments;
- Donors have access to the University's and the University Foundation's most recent financial statements.

Stewardship and donor recognition activities are by nature collaborative and interdependent, involving all campus departments who work with donors or their donations. The Development Office shall be responsible for:

- Developing strategic stewardship plans for individual major donors;
- Working with deans and department heads to develop appropriate donor clubs and recognition societies;
- Recording all stewardship activities and contacts involving major donors on Advance.

Donors of named scholarships and other endowments shall receive an annual financial statement for their account and report on the use of the expendable funds. (See also *Gift Acknowledgment*)

Donors including Sacramento State in their estate plans are offered membership in the Legacy Circle.

Naming of Campus Funds

The University and The University Foundation at Sacramento State generally honor requests to name new funds for the donor(s), as appropriate to the gift and the naming request, but also reserve the right to decline a proposed naming. If a donor proposes to name a fund or facility in honor of an individual to whom he or she is not related, such as a former faculty member or a living public figure, the University may require that the donor obtain permission in writing from the individual or the individual's representative before the naming can occur.

Naming of Campus Facilities

As the need for private donations to the University continues to increase, there is an opportunity for Sacramento State to facilitate gifts by naming University structures and programs in honor of significant financial contributors to the University. However, there are many criteria and factors, including historical contribution, to consider prior to naming Sacramento State buildings. The naming of all facilities and academic programs at Sacramento State must be consistent with the CSU Trustees and Chancellor's Office Policy, PPD 84-21, "Policy and Procedure for Naming of Facilities and Properties," issued on July 30, 1984.

Gift Negotiations

Naming opportunities most frequently arise in connection with new construction projects or renovations of existing facilities. When buildings or facilities have the potential to attract gifts, the

appropriate Development Officer should consult with the Associate Vice President for Development about possible naming gift levels. A plan for specific naming opportunities and appropriate gift levels will be worked out between the dean/director, the relevant Development Officer and the Associate Vice President for Development, in consultation with other University administrators prior to the start of any building campaign.

- In establishing and approving gift ranges, the Associate Vice President for Development will seek consistency in gift levels required for naming while at the same time being aware that different constituencies have different giving capacities and that projects vary in regard to visibility and perceived prestige.
- The Associate Vice President for Development will advise the Vice President of University Advancement of approved gift ranges in order to facilitate discussions with prospective donors.
- Upon written agreement of the gift with the donor, the Development officer will submit the name with appropriate justification to the Associate Vice President for Development, who will forward the recommendation to the Vice President of University Advancement for approval by the President. Namings of colleges, schools, programs, centers, and institutes must also be approved by the CSU Board of Trustees.
- Upon approval of the naming by the President, the Development officer will inform the donor.
- Public recognition of the gift will proceed through established channels.

Transfer of Names

The function of structures on any university campus is fluid, depending on many factors. If the named structure has reached its life expectancy, as defined in the terms of the gift naming contract, the name will generally not be transferred. At the time of replacement, the original donor will have first right of refusal to provide a new gift to continue the naming opportunity. When the structure has been named for an endowed gift, the preferences of the donor, the donor corporation or its successor, or the donor family will be solicited.

Name Withdrawal

Any legal impropriety on the part of the donor will make the gift and name subject to reconsideration by the University.

Commemorative Benches, Markers, and Tributes

Commemorative benches and other minor physical markers such as plaques may be installed on campus with approval and upon receipt of sufficient gift funds for the project. The Development Office shall be responsible for coordinating the approval process with Facilities Services and for execution of the donor gift agreement. The donor(s) shall be responsible for all costs associated with the purchase and installation of the tribute, including expenses for memorial or dedication events, unless they are covered by another funding source. See also *Gift Procedures* manual.

Part 8 - Records Management

Policies on alumni and donor records are governed by federal, State, and University policies. All information concerning prospective donors, whether in electronic or hard-copy format, shall be used only for approved University alumni, membership, and fundraising purposes following University policies. This policy pertains to any faculty, staff, or volunteer working on behalf of or representing the University. Release of information to the public or to any third party must conform with all applicable policies and regulations. The University, its affiliates, and auxiliary organizations may not use or release alumni information for commercial purposes except as specifically authorized by state law. Requests to use or release alumni information for non-commercial purposes are reviewed and approved through the University Advancement – Development Office.

Part 9 - Fundraising Consultants

The Associate Vice president for Development, with the written approval of the Vice President for University Advancement, may retain fundraising consultants or counselors to assist and support the development activities of the University. Approval must be obtained prior to entering any agreement, formal or informal with the consultant, counselor or vendor.

The Associate Vice President for Development is responsible for confirming that consultants or counselors retained by the Office of University Development are registered with the Office of the Attorney General.

The Supervision of Trustees and Fundraisers for Charitable Purposes Act §12599 (c) states that a commercial fundraiser for charitable purposes shall, prior to soliciting funds in California for charitable purposes, or prior to receiving and controlling any funds or assets as a result of a solicitation in this state for charitable purposes, register with the Attorney General's Registry of Charitable Trusts on a registration form provided by the Attorney General.

The Supervision of Trustees and Fundraisers for Charitable Purposes Act §12599 (c) states that a fundraising counsel for charitable purposes shall, prior to managing, advising, counseling, consulting or preparing materials for, or with respect to, the solicitation in this state of funds, assets or property for charitable purposes, register with the Attorney General's Registry of Charitable Trusts on a registration form provided by the Attorney General.

The consultant or counselor must comply with all policies and procedures of the Sacramento State Procurement and Business Contracts office.

Part 10 - Community Outreach

Advisory Groups

In accordance with president Memorandum, Rev. 90-01, the Office of University Advancement is responsible for administering the guidelines for the establishment of Advisory Committees.

Membership in the advisory committees must be for defined terms and should not exceed three years. A statement of purpose should be developed for each advisory committee.

For those colleges, departments, and programs with established advisory committees, a list of the members, addresses, and statement of purpose for the groups should be on file with the Office of University Advancement each year. Deans may propose additional advisory committees or new appointments to committees. The president will confirm appointments by way of an appointment letter.

Community Affairs Participation

Individual faculty and staff members are encouraged to participate and take active leadership in community affairs through affiliation with service and professional organizations. While such participation is entirely voluntary on the part of the individual and does not involve the University officially, good relationships are promoted with the community when Sacramento State personnel are interested in and take active part in community affairs. The University holds membership in certain professional and service organizations beneficial to the University and is officially represented at meetings of such organizations.

Faculty and staff members may request use of the University name, University sponsorship of community events, and/or solicit sponsorships for a University event. Requests shall be submitted to the Office of University Advancement for review. The Office will make a recommendation with consultation with the President.

APPENDIX



SACRAMENTO
STATE

GIFT AGREEMENT

I hereby commit to give, or cause to be given, to The University Foundation at Sacramento State, an auxiliary of California State University, Sacramento, located at 6000 J Street, Sacramento, CA 95819-6026, the sum of \$_____ to establish the _____, an endowed scholarship in the (College/Program). I understand that a minimum of \$10,000.00 is required to create an endowment.

Purpose of Gift. The endowment for the _____ **Scholarship** will be created to to honor _____. The scholarship is intended to assist students to advance their education in the field of _____. The scholarship endowment may be increased at any time by additional gifts. The principal of the endowment will remain inviolate in perpetuity. Income from investment earnings will be made available for distribution consistent with The University Foundation at Sacramento State policies and shall be used for scholarships for students in _____, as described in this Gift Agreement and in Attachment A.

Gift Administration. The University Foundation at Sacramento State will serve as a trustee for these funds and, therefore, has fiduciary duty to the donor and the University to administer the assets consistent with the donor's wishes, the University's policies, and generally accepted financial standards. Effective July 1, 2008, The University Foundation at Sacramento State shall assess a recurring annual fee of 1% on the value of invested funds to defray necessary accounting and administrative costs, as required by CSU policy on auxiliary organizations. This fee shall be taken out of investment earnings. Effective July 1, 2009, The Foundation shall assess a one-time fee of 1% on new gifts made to this purpose.

The University Foundation at Sacramento State was established in 1986 as the philanthropic arm of the University to promote, assist, and enhance the educational mission of California State University, Sacramento. The tax identification number of The University Foundation at Sacramento State is 94-3001359, and it is tax exempt under Internal Revenue code Section 501(c)(3). Donors may give gifts to The University Foundation at Sacramento State for specific California State University, Sacramento purposes, and obtain tax benefits in accordance with State of California and United States Federal laws.

In the event that the terms specified in this agreement make the awarding of this scholarship impracticable or impossible, The University Foundation may make such

modifications as may be deemed appropriate, following the original intent of the award as closely as possible.

Recognition. The naming of the _____ **Scholarship** in recognition of this gift shall be consistent with applicable University policies and donor wishes. In all University publications, reports, press releases, and other communications, the donors to the _____ shall be listed as _____.

Reporting. The University Foundation at Sacramento State is committed to providing annual financial and narrative reports that will describe how Sacramento State has achieved the gift's purpose.

Payment Schedule. I propose to fulfill this commitment on the following schedule:

2010 \$ _____

2011 \$ _____

2012 \$ _____

This commitment (shall/shall not be) binding on my estate.

I hereby accept this *Gift Agreement*.

Name Date _____
Donor

Signed:

Alexander Gonzalez _____ Date
President, California State University, Sacramento

Carole Hayashino _____ Date
Vice President, University Advancement

ATTACHMENT A

_____ Scholarship

Income from investment earnings will be made available for distribution consistent with The University Foundation at Sacramento State policies and shall be used for scholarships for students in _____, as described in this attachment and the Gift Agreement.

Award. _____ scholarship(s) shall be awarded annually, at a desired minimum annual level of \$_____, depending on availability of funds. In the event that the minimum award amount is not available in a given year, the (Department) _____ may issue a partial award.

Criteria. Student eligibility for the _____ **Scholarship** shall include:

- Major in _____
- Eligible class levels: _____
- Minimum GPA of _____
- Financial need [is required/is not required/may be considered but is not required]
- Enrollment [Full-time/part-time]
- [Students must complete and submit an application for the scholarship that includes: _____]

Selection. Student recipients shall be selected by committee in the Department of _____. It will be the responsibility of the Department to select and inform the Financial Aid office of the recipient.

Revisions. The terms specified in this Attachment may be revised at any time by agreement between the donors and Sacramento State without effect on the Gift Agreement.