

**Gift Acceptance Guide**

- 2009 05 22 -

**DRAFT**

Donor	Dean/VP	DAR Prospect Mgr	DAR VP	Gift Review Comm	President	Provost	Treasurer	Budget AVP	Financial Aid	Campus Planning	OSP	Legal Counsel	BOT
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Type of Gift													
Gifts of Cash or Stock	Under \$10,000												a
	\$10,000 or More					a							a
New Pledge	Under \$10,000												
	\$10,000 or More	S				a							
Pledge Payments	Any amount												a
Property / In-Kind for Unit Use	\$5,000 and Under					a							a
	Over \$5,000	S	A		S	A							a
Common Funds, Purposes and Restrictions													
UVM Fund (the University's unrestricted fund)													
Discretionary for College, School, Department, Unit, Team, Club, etc.													
Any Existing Current Operating													
Any Existing Endowment													
Special Designation or Restriction	Under \$10,000												a
New Proposals to Donors													
\$25,000 - \$249,999													
\$250,000 or more													
New Current Operating Funds													
Departmental Current Operating													
Named Current Operating	\$10,000 or More	S	A		S	a							a
Special Designation or Restriction	\$10,000 or More	S	A		S	a							a
New Named Endowment Funds													
Professor	\$1,000,000	S	A		S	a	A	A	S	A			a
Faculty Research Fellowship	\$500,000	S	A		S	a		A	S				a
Scholarship	\$100,000	S	A		S	a			S				a
Discretionary	\$25,000	S	A		S	a			S				a
Named Academic Unit													
College, School, Department, Center, Institute, Program Naming	As set by BOT	S	A		S	a	A	A	A, S	A			A
Named Facilities													
New/Renovated Building	As set by BOT	S	A		S	a	A	A	A, S	A			A
Existing Building	As set by BOT	S	A		S	a	A	A	A, S	A			A
New/Renovated Room	As set by Provost	S	A		S	a		A	S	A			a
Existing Room	As set by Provost	S	A		S	a		A	S	A			a
Special Situations													
Real Estate		S	A		S	A			A, S			A	A
Annuities, Trusts		S			S	a			A, S				a
Life Insurance		S			S	a			S				a
Uncommon Stock					S	A			A, S				a
Quasi-Endowment and Reserve Endowment									A				
Alternate Restrictions or Deviation from Templates					S	A			A, S		A	A	A
Federal, State Funding					A							A	a
Clinical Trial					A							A	a
Drug Testing					A							A	a
Intellectual Property					A							A	a
Research Results					A							A	a
Directing Expenditures					A							A	a
Right to Return Funds Upon Request					A							A	a

Mass appeals use pre-printed response cards.  
 Letter to/from donor for all other transactions.  
 Fund Language for new funds only.  
 Special situations may require special agreements.

	BOT Retained Authority Policy
	Gift Policy
	Proposal Clearance Policy
	Internal Procedure/Audit

S = Signatory  
 A = Specific Approval  
 a = Routine Approval

**Specific Approvals**

BOT specific approvals are achieved via specific resolution.  
 Gift Review Committee specific approvals are achieved via email or ad hoc meeting. The Gift Review Committee is comprised of: Vice President DAR, Associate Vice President DAR, Dir Principal Gifts, Dir Major Gifts, Dir Planned Giving, Financial Manager, and Treasurer's Representative.  
 All other specific approvals are achieved via email.

**Routine Approval Delegation**

Gift Review Committee routine approvals are delegated to DAR's Financial Manager.  
 BOT routine approvals are achieved via quarterly Acceptance of Gifts and Grants Resolution.  
 DAR VP routine approvals are delegated to the officer managing the donor.

**Proposals on Advance**

Required for any "A".  
 Created by officers or researchers; updated when submitted, declined or cancelled.  
 Dean/VP approval by officer; all other approvals via Mark; tracked via tasks.  
 All documents via Mark; tracked via contact reports.