



<b>SUBJECT:</b> University Gift Solicitation and Acceptance	<b>Effective Date:</b> 10-30-09	<b>Policy Number:</b> 9.1	
	<b>Amended:</b> 12-10-12		
	<b>Supersedes:</b> New	<b>Page</b> 1	<b>Of</b> 2
<b>Responsible Authority:</b> Vice President, Community Engagement			

**APPLICABILITY:**

This policy is applicable to all components of the University community.

**POLICY:**

The Division of Community Engagement (“CE”) is responsible for advancing the mission and goals of Florida Atlantic University through outreach initiatives and fundraising efforts designed to engage the University’s external constituencies, including alumni, donors, friends and members of the community. The Florida Atlantic University Foundation, Inc. (“Foundation”), a 501(c)(3) non-profit corporation, is a direct-support organization that provides the University with the financial services necessary for the processing, spending and investment of private gifts.

When soliciting or accepting private contributions for the benefit of Florida Atlantic University, all private contributions (monetary, in-kind, or promises to give) should abide by IRS guidelines for tax deductibility (IRS Reg. 170) and follow the Foundation’s [Gift Acceptance Policy and Guidelines](#).

Although CE is the principal fundraising arm of the University, fundraising may also occur within the various University Components. Fundraising efforts may include solicitations, dinners, memberships, competitions, and sponsorships. Prior to an event that includes a partial monetary donation; CE and the Foundation should be consulted for proper solicitation and gift credit.

While fundraising may occur within University Components, no University Component or their respective employees are authorized to remit an official Foundation gift receipt, other than those CE or Foundation employees solely designated. A gift receipt recognizes the dollar value of the contribution less any goods and services received. University Components may send thank you letters, but the letter should not indicate or imply that it is substantiation from the Foundation for the purposes of tax deductibility.

**PROCEDURES:**

Donors should be instructed to send monetary donations directly to the Foundation and make checks payable directly to the Foundation. All monetary contributions, if received by University Components, should be forwarded to CE or to the Foundation for deposit with the Foundation as soon as reasonably possible, but in no event later than 72 hours after receipt. Gifts received but not forwarded before December 31, should also be accompanied with the donor's postmarked envelope in order to ensure that the donor receives gift credit in the proper calendar year. Gifts in-kind and pledges should be accepted through the University Component's development officer or the CE Office.

**DEFINITIONS:**

*Gifts:* Something that is bestowed voluntarily and without compensation. Gifts may be monetary, in-kind or pledges.

*Gifts in-kind:* Non-monetary gifts (i.e. real or personal property, goods, services).

*Private contributions:* Gifts from private, non-public, non-governmental individuals, foundations, corporations, or other entities.

*University Component:* Any college, division, department, institute or center of Florida Atlantic University. Student organizations are considered University Components to the extent their fundraising efforts involve donor tax receipts or Foundation account deposits.

**INITIATING AUTHORITY:** Vice President, Community Engagement

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POLICY APPROVAL  
(For use by the Office of the President)

Policy Number:   9.1  

*Initiating Authority*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: Jennifer O'Flannery Anderson

*Policies and Procedures  
Review Committee Chair*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: Elizabeth F. Rubin

*President*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: Mary Jane Saunders

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Executed signature pages are available in the Office of the General Counsel