

# **COLORADO STATE UNIVERSITY**

**Division of University Advancement**

**CSU Gift Policy Manual  
Version 12-16-2016**

## Table of Contents

*Preface*

*Principles*

*Authority and Responsibility*

*Policies and Procedures*

GPS-1	Distinguishing Gifts and Pledges from Other Transactions
GPS-2	The Solicitation Process
GPS-3	Accepting & Receiving Gifts
GPS-4	Planned Gifts & Bequests
GPS-5	Pledges
GPS-6	Gifts with Quid Pro Quo
GPS-7	Donor-Advised Funds
GPS-8	Establishing and Amending Gift Funds
GPS-9	Expending Gift Funds
GPS-10	Closing Gift Funds
GPS-11	Modifying, Reversing and Refunding Gifts
GPS-12	Accepting Gifts from Faculty Members
GPS-13	Determining the Donor
GPS-14	CSU Donee Organizations
GPS-15	Reporting Private Support
GPS-16	Student Organization Fund Raising
GPS-17	Advancement Investment Fee

*Attachments*

A	Donor Bill of Rights
B	CASE Statement of Ethics
<b>C</b>	<b>Intentionally Vacant</b>
<b>D</b>	<b>Intentionally Vacant</b>
E	Transaction Types and Reporting
F	Guidelines for Naming Opportunites and Endowed Funds for Colorado State University Systems
G	Gift Transmittal Form and Instructions
H	Transfer Request Form
I	Pledge Forms
J	Revocable Commitment Form
K	Intentionally Vacant
L	EFT Form
M	Funds Request Form
<b>N</b>	<b>Intentionally Vacant</b>
O	Appeal Code Request Form
P	Major Report Definitions
Q	FPI H-4 Non-Operating Revenues
R	Flow of a Gift
S	Polo, Equine and Ag Science Animal Donation Form
T	Vehicle Donation Checklist
U	Verbal Gift Form
V	Gift Fund Conversion Codes
W	Life Insurance Gift – Letter to donor at time of gift

X	Life Insurance – Annual letter to donor
Y	VTH Animal Donation Form
Z	AIF Appeal Process Form
ZZ	Document Revision History

## Preface

Colorado State University (“the University”), founded in 1870, has a long history in teaching, research, and public service as a land-grant university. The Division of University Advancement, in collaboration with the Colorado State University Foundation (“the Foundation”) assists and enhances Colorado State’s ability to achieve its institutional goals and mission through the cultivation and solicitation of donors and the ethical stewardship of financial resources. The Foundation, as the primary agency to receive and invest gifts, and Colorado State University Research Foundation (“CSURF”), the primary agency to receive and manage gifts of real property provide the University with flexibility in planning for long-term asset growth. The Foundation and University have an annual operating agreement outlining the services each entity will provide in relation to development efforts. As part of that operating agreement, University Advancement provides the Foundation with gift processing services.

This manual is a compilation of all policies, procedures, and guidelines currently in practice relative to gift funds processing at Colorado State University. The goal of this manual is to strengthen the effectiveness and productivity of the development staff and increase awareness and understanding of gift funds processing by faculty and friends in other units of the University. This manual will be updated as policies and procedures change. The updated manual will be posted to [www.advancing.colostate.edu/DAIS/GP](http://www.advancing.colostate.edu/DAIS/GP). Users are encouraged to refer to the online manual to ensure that they have the most current version of the document.

Suggestions for changes or improvements for this manual should be forwarded to the Office of University Advancement Operations in the Division of University Advancement (“UA”). The suggestions will then be incorporated into the ongoing discussions of the Gift Funds Processing Committee. Recommendations from these discussions will be forwarded to the Vice President for University Advancement.

While this document is intended to provide guidance to University Advancement personnel and others regarding acceptance of prospective gifts, donors are ultimately responsible for ensuring that any proposed gift furthers their charitable, financial, and estate planning goals. Neither the University nor the Foundation provides legal, accounting, tax, or other advice to prospective donors. Therefore, each prospective donor is urged to seek the advice of independent counsel in the gift planning process.

## Principles

Private support helps ensure Colorado State University's excellence in higher education. Private support allows the University to fund programs, scholarships, fellowships, professorships, research, campus renovations, and new facilities. The University and Foundation are committed to the professionalism, ethics, and integrity that the fund-raising and fund management process requires. These ethics are summarized in the Donor Bill of Rights contained in *Attachment A* and the CASE Statement of Ethics found in *Attachment B*.

There are three overriding principles for accepting and processing gifts of private support:

### **Principle One**

The University shall encourage gifts that are appropriate in light of the donor's personal or financial situation as known by the University.

### **Principle Two**

A gift is accepted when there is a reasonable expectation that acceptance of the gift, or proceeds from the sale of the gift, will support the University in its missions of learning, discovery, and engagement without exposing the University or Foundation to litigation or liability.

### **Principle Three**

To be accepted, a gift (or, if it is an endowment, its earnings) needs to be expendable or used under the state fiscal guidelines to which Colorado State University adheres.

Clear and complete communication between all involved parties is essential to fulfilling these principles.

## Authority and Responsibility

The President of Colorado State University, as the Chief Executive Officer, is responsible for establishing policies and procedures necessary to meet the needs of the University and for implementing action to fulfill those needs through private support. The roles and responsibilities of gift funds processing are delegated to the groups listed below. These roles and responsibilities reflect those mentioned in the University's FPI H-4 Non-Operating Revenues, found in *Attachment Q*.

### University Advancement (UA)

#### *Vice President for University Advancement*

The Vice President for University Advancement works in consultation with the President and in cooperation with the Provost, Deans, and other University officers to achieve the goals of the University. By authority of the President, the Vice President for University Advancement serves as the executive officer responsible for planning and coordinating all programs and activities designed to secure private-sector financial support for the University, its colleges, schools, units, and programs. This includes programs for annual giving, major gifts, capital campaigns, and planned giving, as well as all other college and unit-based programs to raise private funds.

The responsibility for initial acceptance of gifts to Colorado State University rests with the President of the University and the Vice President of University Advancement. The basic two requirements for gift acceptance are that the gift must be used to further the mission of the University and the expenditure of the gift must be made through CSU utilizing state fiscal rules.

Individuals connected with the University and desiring to raise funds shall consult with the Vice President for University Advancement or designated professional staff to determine the appropriateness, timing, institutional priority, and potential donor interest before making the approach to a funding source.

#### *Office of Constituent and Gift Information (CGI)*

CGI is responsible for the recording, receipting (through generation of daily receipts), and reporting of all gifts to the University. Specific duties for this unit include:

1. coordinating with the Office of Sponsored Programs (OSP) to determine the classification of funding received by the University as a gift or exchange transaction when necessary;
2. consulting with the University Contracts Office regarding any conditions set forth by the resource provider to ensure there are no problematic, legally enforceable obligations involved;
3. opening new funds used to record gifts on the University's constituency development information system and the Foundation's fund accounting system;
4. reviewing and accepting values placed on the non-cash gifts by donors, campus experts or qualified appraisers;
5. recording all gifts, pledges and biographical data related to donors, friends and alumni on the University's constituency development information system (CDIS);
6. generating receipts, per requirements of the Internal Revenue Service, for all gifts to the University and Foundation;

7. reporting gift totals as per reporting requirements.

#### *College/Department/Unit Development Staff*

The development staffs within colleges, departments and other units are responsible for cultivating, soliciting and acknowledging major gifts to the University. As the primary contacts for these donors, they institutionalize the transaction by:

1. working with donors and prospective donors in crafting fund agreements;
2. recording proposals and other relevant contact information associated with major gift asks;
3. notifying the necessary parties, such as CGI, of anticipated gifts and pledges;
4. collecting and transmitting the gift and all associated documentation to the Foundation.

#### **University Gift Acceptance Committee (UGAC)**

The University Gift Acceptance Committee will meet on an as-needed basis to review exemption request for revocable commitments and other gift acceptance issues. Members of this committee are:

- Vice President for University Advancement (chair)
- Sr. Associate Vice President
- Associate VP for Development
- Colorado State University Foundation Chief Financial Officer
- Representative from Business and Financial Services Dept. (as deemed necessary)

#### **University Departments and Units**

The University's deans, directors, and department heads:

1. prioritize and articulate needs for private support;
2. work with the appropriate development officer(s) on gift solicitations to assure that adequate documentation is provided to the Foundation for CGI to properly record the value and designation of the transaction, and to identify any transactions that need to be referred to OSP for classification and management;
3. request gift funds to be transferred from the Foundation to the University as needed for activities supported by donors;
4. maintain information on donor intent and restrictions;
5. ensure that expenditures are authorized by signatories who have full knowledge of donor intent and that expenditures are made in accordance with donor intent and restrictions.

#### **Office of Sponsored Programs (OSP)**

The Office of Sponsored Programs:

1. manages the University gift (64) and (53) accounts, from which gifts and related earnings are spent;
2. establishes new gift (64) and (53) accounts;
3. processes cash draws from the Foundation;
4. ensures that gift accounts on the University accounting system maintain a positive cash balance;
5. researches all transactions referred by CGI for classification, funds management, and revenue recognition under authoritative accounting sources.

#### **Office of the General Counsel**

Colorado State University  
University Advancement

Gift Processing Policies and Procedures  
7-1-16



The Office of the General Counsel protects the legal interests of the Board of Governors of the Colorado State University System and its constituent institutions: Colorado State University and CSU-Pueblo. In this role, it provides interpretation and guidance on non-standard gifts that may contain indemnification and/or other contractual issues.

**Colorado State University Foundation** (Employer identification number: 23-7098397)

The Foundation was organized in 1970 under Section 501(c)(3) of the Internal Revenue Code. Its purpose is to receive, manage and invest gifts for the benefit of the University. The Foundation is under the direction of its President/CEO who reports to its Board of Directors. Specific responsibilities for the Foundation include:

1. receiving, managing and investing funds;
2. providing reports to University account holders on the status of principal and investment earnings;
3. transferring funds to the University's gift (64) and (53) accounts using established procedures;
4. recording and monitoring restrictions on funds to ensure funds are not transferred to the University prior to expiration of any restriction;
5. closing gift funds in coordination with the Office of Sponsored Programs and notifying DAIS of changes to the responsible department or changes to Foundation funds;
6. maintaining gift documentation until a gift fund is closed. Starting in March 2014, gift documentation is available in Advance.

*Colorado State University Foundation Board*

The Foundation's Board of Directors has the fiduciary responsibility for the management and investment of all charitable gifts for Colorado State University. The Board has delegated the responsibility for receiving gifts on behalf of the University to the Foundation President/CEO.

The overall goal of the Foundation is to enhance the purchasing power of the University's endowment while achieving the maximum total return consistent with the safety of the principal. The investment objectives of the Foundation are designed to respond to changes in the economic environment, philosophy of the University and the Foundation, and market conditions.

*Gift Acceptance Committee*

If questions arise regarding the acceptability of a gift to be held by the Foundation (i.e., not immediately transferred to the University), the Gift Acceptance Committee will convene as needed to review and recommend action to the Foundation. Members of this committee are:

- All voting members of the Colorado State University Foundation Board;
- Vice President for University Operations, CSU;
- Vice President for University Advancement, CSU

**Colorado State University Research Foundation (CSURF)** (Employer identification number: 84-0600653)

CSURF is a private, not-for-profit Colorado Corporation established in 1941 to aid and assist Colorado State University and CSU-Pueblo, in their research and educational efforts. CSURF is

responsible for patent and licensing management, equipment leasing and municipal lease administration, debt financing through mortgage debt services, and land acquisition, development and management.

*Colorado State University Research Foundation Board*

It is the responsibility of the CSURF Board of Trustees to receive gifts, grants, patents, royalties, licenses and real property and to sell, convey and dispose of the same. Additionally, the Board of Trustees authorizes CSURF to incur debt and to issue bonds for financing activities for leasing and property-related activities on behalf of the University.

**Gift Funds Processing Committee**

Comprised of members from DAIS, Central Advancement, Office of Sponsored Programs, Business and Financial Services, and the Foundation, this committee meets as-needed to

1. identify process-related issues associated with gift funds processing;
2. discuss alternatives and generate recommendations to resolve outstanding issues;
3. forward recommendations or unresolved issues to the Vice President for University Advancement;
4. communicate changes back to respective units.

# GPS-1 Distinguishing Gifts and Pledges from Other Transactions

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## Policy

A gift is motivated by charitable intent and is defined as a voluntary and irrevocable transfer of funds or assets from a donor to the University, where no goods or services are expected, implied or forthcoming by or to the donor.

Once the University has accepted a gift, it becomes University property. At this point, the donor relinquishes control of the gift and has no direct decision-making power regarding the disposition of the gift. However, donor intent is paramount in determining how the gift is used. If the University cannot comply with the donor's intent, it cannot accept the gift.

Gift determination begins with the gift solicitation process. Documenting the transaction from the onset of the solicitation effort will expedite processing and ensure donor intent is met.

*See: GPS-3 Accepting & Receiving Gifts  
Attachment R- Flow of a Gift*

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## 1.1 Distinguishing Between Gift and Non-Gift Transactions

1. Gifts can be cash or non-cash, and are generally in the form of cash, checks, credit cards, securities, real property or personal property. They can be conveyed as outright gifts or as deferred gifts. They can be tangible (as in real estate) or intangible (as in patent rights).
2. In general, cash received as a grant from a private, non-government source is considered a gift if, unlike a sponsored research grant, it is donative in nature; i.e., it is bestowed voluntarily and without expectation of any tangible compensation or return of services rendered directly to the donor. The gift may be unrestricted or may support a specific project, academic area, research program, or other university programs. Generally, such gifts are received and receipted by the Foundation. However, transactions having characteristics contained in section 1.1.1 may be received and administered by OSP rather than the Foundation.
3. Gifts earmarked for a specific individual are not received by the Foundation. The Foundation may however receive gifts for a particular research project or group of people provided the gift is to the institution.

### 1.1.1 Determination of Proper Classification between gifts or Sponsored Programs Transactions

The process for distinguishing between these types of transactions is outlined in [FPI 2-16 -](#)

Determination of Proper Classification of Revenues as Gifts or Sponsored Agreements. Please see [http://busfin.colostate.edu/fpi/2\\_group/FPI%202-16%20Classification%20of%20Revenue%20as%20Gifts%20or%20Sponsored%20Agreements.pdf](http://busfin.colostate.edu/fpi/2_group/FPI%202-16%20Classification%20of%20Revenue%20as%20Gifts%20or%20Sponsored%20Agreements.pdf) for this document.

### *1.1.2 Operating Revenue*

Operating revenue refers to money or services received:

1. from the sale of goods and services beyond any donative component that may be received as part of the transaction (See GPS-6 Gifts with Quid Pro Quo);
2. as a condition of the terms of a grant or contract;
3. as a reverse expenditure (reimbursement or cost-recovery);
4. as income to agency accounts.

Operating revenue transactions are not gifts.

### *1.1.3 Corporate Sponsorship Transactions and Advertising*

A qualified sponsorship payment is “a payment made by a person/organization engaged in a trade or business for which the person/organization will receive no other substantial benefit other than the use or acknowledgement of the business name, logo, or product lines in connection with the organization’s activities”. Use or acknowledgement does not include advertising the sponsor’s products or services. Substantial benefit refers to any benefit other than:

1. use or acknowledgement of the payer’s name or logo in connection with the exempt organization’s activities to include locations, telephone numbers, or Internet addresses
2. value-neutral descriptions, including displays or visual depictions, or the sponsor’s product line or services
3. displays of brand or trade names and products or service listings
4. mere display or distribution of the sponsor’s product at a sponsored activity for free
5. certain gifts that have an insubstantial value under IRS guidelines (See GPS-6 Gifts with Quid Pro Quo).

Qualified sponsorship payments may be considered gifts.

#### **Exception:**

If the sponsorship is published in a periodical, regularly scheduled and printed on behalf of the University, that is not related to and primarily distributed in connection with a specific event then it is considered advertising. If a newsletter has an online edition, it is considered a periodical. Meeting, convention or event programs are not considered periodicals.

Advertisement is not a qualified sponsorship payment (i.e. not a gift) if, in return, the organization advertises the sponsors products or services. Advertising includes:

1. messages containing qualitative or comparative language, price information or other indications of savings or value;
2. endorsements;
3. inducements to purchase, sell or use the sponsor’s products, facilities or services.

## **1.2 Procedures for Distinguishing Transaction Types**

### *1.2.1 Pre-receipt of Transaction*

1. Complete documentation is required to make determination of the transaction type. Having documentation in place at CGI before the funding arrives will speed up the determination

process.

2. Major gift proposals should be planned ahead. Recording relevant contact information and proposals will speed up the determination process.
3. Plan and track mass solicitation efforts.

### 1.2.2 *Post-receipt of Transaction*

The determination between gifts to be received by the Foundation and transactions to be received and administered by OSP is governed by FPI 2-16. Delegates from Sponsored Programs, University Advancement and the CSU Controller will jointly determine the revenue classification of transactions to be gift or sponsored agreement.

## **1.3 Documentation needed to distinguish between Gift and Non-Gift Transactions**

It is extremely difficult to have a single statement that provides the basis for full documentation since the type of documentation needed is determined by the individual transaction. The list below is not to be considered all inclusive, but a guideline of what should be considered when providing documentation along with the check:

1. proposal guidelines from the grantee;
2. copy of the proposal submitted to the grantee;
3. grant agreement provided by the grantee;
4. letter received with the check;
5. contract provided by the donor;
6. copies of emails between donor and the department or unit;
7. website information about the donor organization if it relates to this transaction

# GPS-2 The Solicitation Process

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## Policy

Any department or unit that solicits funds from a group of potential donors must submit their solicitation materials to CGI for review prior to having any of the pieces printed.

*See Attachment O – Appeal Code Request Form*

Gifts associated with an appeal or mass solicitation require a response device to be accompanied with the transaction.

*See Attachment “X” – Sample response vehicle forms*

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## 2.1 Solicitation Plan Management

### 2.1.1 Plan/Design the Solicitation Piece

When the type of solicitation (mailer, e-mail, etc) has been determined, use the Appeal Code Request Form, (*Attachment O*), along with a copy of the solicitation materials and forward to ADV\_Solicitationplanmgmt@ Mail.Colostate.edu. Note, the turn-around time on the form is five business days, please plan ahead.

Each appeal must have a response vehicle that allows the donor to return with their donation.

### 2.1.2 Post Solicitation to Scheduler

1. The Scheduler was designed to track all solicitations, mailings and contacts associated with constituents. This tool provides tracking as to the number of solicitations and communications that donors may be receiving in a given timeframe.
2. Note that there may be certain periods or “blackout” dates in the solicitation calendar reserved for special solicitations. The Executive Director of Annual Giving is responsible for coordinating the solicitations on the Scheduler.
3. Once the solicitation drop date is determined, it is entered on the Scheduler. This information is then available to those that have access to the CDIS. If access is needed, please contact the Director of Talent Management and Training and Support (TMTS). If the solicitation is not added to the Scheduler, it will automatically be added when the mail file is generated from the CDIS.

### 2.1.3 Review Solicitation Materials

The staff member responsible for the solicitation submits their plan to the Constituent & Gift Information office. A solicitation plan may include purpose, audience, timeline, content, benefiting unit/fund, and donor benefits, to name a few examples. The plan is reviewed to assure consistency, clarity and appropriateness. Any potential issues are identified and resolved. The Constituent & Gift Information office works internally with other areas of University Advancement Operations and CSU Foundation as needed. Guidance is provided to the staff member to assure the success of their solicitation with a goal of approving the solicitation within five business days of the staff member’s initial inquiry. The time required

to complete a solicitation request will vary depending on the complexity of the plan.

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#### *2.1.4 Gift Transmittal Forms*

1. A gift transmittal form is required if the unit directly receives gifts that are not accompanied by the response form. The gift transmittal form indicates the fund number and appeal code to be used for the gifts attached.
2. If there are several checks for the same fund number and appeal code, one gift transmittal form can be used for all checks.

*See Attachment G – Gift Transmittal Form and Instructions*

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## GPS-3 Accepting & Receiving Gifts

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### Policy

Gift acceptance begins with determining whether the gift transaction meets the guiding three principles of gift funds acceptance and processing (i.e. is appropriate, supports the University's mission, and is expendable).

Once a gift has been accepted, it is the fiduciary responsibility of the University and the Foundation to process and receipt the gift promptly, accurately and securely.

Communication is essential to processing gifts promptly and accurately. This includes pre-acceptance discussion of potential gift issues with the appropriate individuals and notification that gifts are on their way (with complete documentation). Complete documentation ensures that valuation is accurate and that donor intent and any payment options or stewardship reporting requirements are met.

The policies and guidelines surrounding gifts associated with naming opportunities are contained in *Attachment F* – “Guidelines for Naming Opportunities and Endowed Funds for Colorado State University Systems”.

Accurate gift processing also recognizes that certain gift types bring with them specific processing requirements.

Although complete documentation is required to finalize gift acceptance, the lack of documentation should not keep a check from being deposited promptly unless there is insufficient information to determine whether the transaction is a gift.

Gift documentation is retained by the Foundation until the related gift fund is expended or closed at the Foundation.

Gift acceptance is complete when:

1. the gift has been recorded to the appropriate Foundation gift fund;
2. the funds have been deposited in the Foundation bank account
3. the property has been received by the University or service/use of property has been completed.

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### 3.1 Gift Acceptance and Receiving Overview

#### 3.1.1 Processing and Recording Gifts

Once a transaction has been determined to be an acceptable gift (See Principles, GPS-1), it is processed with the following steps:

1. The gift and supporting documentation is promptly directed to the Foundation. When gifts are received in a unit or department office, it is the respective development officer's responsibility that the gift, along with any required documentation, is delivered to the



Foundation. This parallels the University policy (FPI C-1) on cash handling: all receipts intended for the University must be properly accounted for, carefully safeguarded and promptly delivered for deposit, in this case, to the Foundation for deposit into Foundation bank accounts.

2. The Foundation transmits the transaction and supporting documentation to CGI.
3. The transaction is recorded in the Constituent Development Information System which is posted nightly.
4. The gift is deposited into the Foundation bank account.
5. The transaction is posted to the Foundation fund accounting system the following business day.

Only those gifts received by the Foundation will be processed and receipted by the Foundation. If a check is deposited directly into a 6-4 account or other University account, it will not be receipted by the Colorado State University Foundation and will not be recorded on the Constituent Development Information System.

### 3.1.2 Required Information

Specific information needed to process a gift includes:

1. Donor – The legal as well as any recognition credit donors associated with the gift. For more on determining the donor, please see GPS-13 Determining the Donor.
2. Intent or designation – A gift may be either restricted or unrestricted.
  1. In general, the only true unrestricted gifts to the University are designated for the University Fund. An unrestricted gift is available for use at the discretion of University officials. Gifts will be presumed to be unrestricted unless there is a specific written restriction expressed by the donor.
  2. A restricted gift is designated, according to the donor's wishes, for a particular area of use that benefits the University. A restricted gift may be discretionary for a particular department or unit's use or further restricted for a particular use (i.e. research, scholarship, capital) within the department or unit.
  3. The difference between an unrestricted and a discretionary gift is that an unrestricted gift means that the University as a whole can determine how to use the funds, whereas a discretionary gift allows a unit or department to determine how the gift will be spent.
3. Transaction Date(s) - The "Date of Record" is determined by the gift type, as discussed below. This is the date most commonly associated with the gift. The other significant date is the "Receipt Date", which is the date the receipt was processed. This date is printed on the gift receipt.
4. Amount - Gift and any non-gift amount (see GPS-6) included in the transaction.

Note that certain types of gifts require other specific documentation. These requirements are discussed in the next sections.

If the intent or designation is missing or unclear with the information received, the "Verbal Gift Form" found in *Attachment U* is used to record the information from the donor.

### 3.1.3 Receipting

1. Generally, unless specified by the donor, receipts are sent to donors for any cash gift made.
2. A receipt is not sent when a pledge is made, but is sent each time a pledge payment is received. The receipt shows the amount paid and the pledge balance.
3. If the donor makes a noncash gift of tangible personal property, a receipt is sent that

describes the property, but does not disclose an amount. The valuation of noncash tangible personal property is the responsibility of the donor, and the University is not allowed to provide the donor with any documentation that could be interpreted as concurrence on a value stated by the donor.

4. A receipt is not generated for gifts of service or use of property since neither is considered a charitable gift according to IRS. Gifts of service and use of property are entered on CDIS for gift recognition credit purposes only.
5. An annual receipt is sent to all donors that have a payroll deduction through the University. If a donor has requested a monthly or quarterly EFT transfer, he/she will also receive an annual receipt rather than a receipt for each pledge payment.
6. Electronic receipts are sent out for online gifts and anyone requesting an electronic receipt instead of a paper receipt.
7. Receipts along with giving history are available to donors through CSU Donor Connect at [advancing.colostate.edu/community](http://advancing.colostate.edu/community).
8. Employees of CSU can access payroll deduct services to initiate, change or delete a charitable payroll deduction to CSU or view their giving history at [advancing.colostate.edu/ASI/Payroll](http://advancing.colostate.edu/ASI/Payroll).

### **3.2 Processing Requirements by Gift Type**

Gifts can be classified in the following fashion: 1) cash and cash equivalent, 2) non-cash assets, 3) use of property/gift of service, and 4) planned gifts. The first three categories are described below. Planned gifts are described in GPS-4 Planned Gifts & Bequests. Each of these gift types has characteristics that require certain documentation or process standards.

#### *3.2.1. Cash and Cash Equivalent Gifts*

Cash gifts are outright payments of paper currency, coins, checks or credit card payments. Payroll deductions and recurring electronic transfers of funds are also gifts of cash, but are treated as pledge payments and are specifically coded to indicate the method of payment.

##### *3.2.1.1 Cash*

###### Gift Acceptance and Receiving

1. For security reasons, cash should never be sent through the mail.
2. If a donation is made in cash, it should be hand delivered on the same day it is received to:  
Colorado State University Foundation  
601 S Howes Street  
410 University Services Center  
Fort Collins, Colorado 80523-9100
3. The Foundation will provide a cash receipt to whoever delivers the cash, verifying the amount and date received. Cash gifts are processed, receipted and entered on the donor record for the full amount as received by the Foundation.

##### *3.2.1.2 Checks*

###### Gift Acceptance and Receiving

1. Checks should be made payable to the *Colorado State University Foundation* and sent to:  
Colorado State University Foundation

P.O. Box 1870  
Fort Collins, CO 80522-1870

2. The preferred method of delivering checks received by units or programs to the Foundation is to deliver them by hand. While campus mail (9100 Campus Delivery) may be used, its security is not guaranteed.
3. Checks should be reviewed to ensure the payee is the Foundation, the date is current (not in the future or more than 6 months past), the number amount and the written amount are the same, and the check is signed.

#### *3.2.1.3 Foreign Currency or Foreign Checks*

##### Gift Acceptance and Receiving

1. All foreign currency or checks are first deposited by the Foundation at the bank to determine the exchange value.
2. Once the exchange value is received by the Foundation, the gift will be processed based upon U.S. currency value as established by the bank.
3. Note: Gifts that are received from donors with foreign addresses have additional state reporting requirements.

#### *3.2.1.4 Credit Card*

##### Gift Acceptance and Receiving

1. VISA, MasterCard, Discover and American Express are accepted credit cards by the Foundation.
2. For security reasons, credit card information cannot be stored on University computers or servers. Gifts made online comply with this requirement. All other credit card gifts must be submitted to the Foundation in a non-electronic fashion.

##### Receipting

1. Donors will be credited and receipted for the full amount of credit card gifts.
2. Bank processing fees associated with credit card gifts are currently absorbed by the Foundation.

#### *3.2.1.5 Electronic Funds Transfer*

##### Gift Acceptance and Receiving

1. All electronic funds transfers (EFT) must be coordinated with the Foundation.
2. If a donor is interested in making periodic EFT pledge payments he/she needs to complete a form available from the Foundation.
3. A preliminary transfer test is done to confirm that all information received is correct. The following month the live transfer will process accurately.

##### Receipting

1. Donors will be credited and receipted for the full amount of the EFT transfer.
2. Wire transfer and foreign currency fees will be charged to the benefiting gift fund.
3. See GPS-5 Pledges, for a comprehensive discussion of payroll deductions and electronic fund transfers.

#### *3.2.1.6 Honoraria and Payment for Services*

1. In accordance with IRS regulations, honoraria are considered payments for services to a speaker/consultant, which are reportable by the speaker/consultant as income for

- personal income tax purposes.
2. Faculty/staff members who receive honoraria are welcome to donate these to the Foundation. In such cases, the faculty/staff member must declare the honorarium as income for tax purposes, but he/she will also benefit from the charitable deduction as a result of the donation. The gift will be recorded on the CDIS on the faculty/staff record.

#### 3.2.1.7 *In Honor of Gifts*

1. If the donor specifically requests to credit an honoree, then the notation will be added to the gift on the CDIS.
2. This information will print on the acknowledgement report and it is the department's responsibility to appropriately inform the honoree.

#### 3.2.1.8 *Memorial Gifts*

1. Memorial gifts provide an important means by which an individual, family, organization or groups of people can pay tribute to someone. The information provided with the gift should include the memorial person's full name, date of death, and a memorial contact and address.
2. A weekly memorial report is generated from the CDIS and provided with a cover letter to the memorial contact. The report includes the name and address of everyone that contributed in memory of their loved one in the past week. The amount of the donation is not released. In the case of large memorials with several gifts, CGI may agree to disclose the total amount received to the memorial contact to assist in their decision of the eventual designation.
3. If the memorial contacts are unclear or unable to determine the allocation when the first memorial gifts are received, they will be placed in the memorial holding funds that exist for each unit. If it cannot be determined which unit may be the recipient of the gifts, the University memorial holding fund will be used. Once the memorial contacts have made the decision on allocation, the gifts will be modified and transferred from the holding fund to a more appropriate fund.
4. If the unit is unclear about the amount being raised for the memorial person, usage of the memorial holding fund should be considered until more information is available.
5. Facilities has an existing fund to accommodate memorial trees and benches on campus.

#### 3.2.1.9 *Anonymous Gifts*

An anonymous donor is one who wishes to remain unidentified, or cannot be determined when the gift arrives. There are several levels of anonymity:

1. Donor is known, but wishes his/her name does not print on any reports. A receipt is generated and sent to the donor.
2. Donor is known, agrees to have name disclosed but does not want the gift amount disclosed. A receipt is generated and sent to the donor.
3. Donor is known, but wishes to have name and gift amount suppressed on all reports. A receipt is generated and sent to the donor.
4. Donor is unknown or requests an extreme amount of anonymity. The gift will be entered on an entity entitled "Anonymous Donor" and no receipt will be generated.

### 3.2.1.10 Matching Gifts

A matching gift is a gift received from a corporation or foundation which matches an eligible gift to the Foundation from an individual employed, retired or volunteering with the corporation or foundation.

1. Most matching companies have policies on the matching ratio and what types of gifts will be matched.
  - The matching ratio can differ from current employees to retirees and can be changed at the discretion of the matching company.
  - Often companies will not match athletic contributions, but will match athletic scholarship donations.
  - Certain matching companies will designate a different allocation than what was designated by the donor.
  - If the matching company does not request a different allocation, the default is to allow the matching gift to follow the donor's gift allocation.
2. Matching gifts cannot be counted as payments to a donor's pledge. A donor can only pledge assets that he/she has control over. A matching company's assets cannot be controlled by our donors, and the matching company reserves the right to approve or disallow the match on any gift.
3. All matching forms provided by the donor must be sent along with the gift, or at the time provided by the donor, to the Foundation. CGI will process the forms and track the matching gifts through CDIS.
4. **No matching forms should be signed by the dean, department head, professor, director of development or any of their staff.** CGI has a designated matching gift coordinator that administers and signs all matching gift forms.

### 3.2.2 Non-Cash Assets (Gifts-in-Kind)

A non-cash asset is a gift of securities, real estate, personal property, intangible property or other gifts in kind.

#### 3.2.2.1 IRS Form 8283

1. Donors may be required to submit IRS Form 8283 with their tax returns to deduct their non-cash contributions.
2. Confirm that the donor has completed the taxpayer name field on Form 8283 before sending to CGI.
3. **The University, as the donee, is the only authorized legal entity to sign this form if requested by the donor.** CGI coordinates the signing process. The University's signature by the Tax Manager acknowledges receipt of the non-cash item and does not attest to the value. If the donor has already completed Part I, signed in Part II and has the appraiser's signature in Part III, the amount filled in by the donor in Part I must equal the fair market value of the gift that was provided to the University. If the amounts are not the same, a reconciliation must accompany the form.
4. Upon signing Form 8283, a notation is made on the CDIS gift record and University Property Accounting is notified.
5. The University is obligated to report via IRS Form 8282 any sale of an asset within three years of its date of gift if a Form 8283 has been signed by the Foundation.

#### 3.2.2.1 Contracts Accompanying Gifts in Kind

If a gift has no accompanying contractual obligation, the University accepts and processes (via CGI). If the gift has an accompanying contractual obligation, the University legal counsel reviews contractual obligation. CGI coordinates the review and notifies all interested parties of the outcome.

1. If the University is able to fulfill the contractual obligations and there are no “problematic” contractual terms such as indemnification or necessity for an endowment to support maintenance of gift, the University accepts gift and executes contract. CGI processes the gift.
2. If the University is unable to fulfill the contractual obligations and/or there are “problematic” contractual terms such as indemnification or necessity for an endowment to support maintenance of gift:
  - the University legal counsel makes concerted effort with donor to revise terms and conditions of contract to be acceptable for University. University accepts gift and executes contract. CGI processes the gift.
  - the University reviews the contract and evaluates liability, insurance, indemnification and/or other issues with respective parties. If possible, given the results of the aforementioned evaluation, University agrees to execute contract, and accept and process (via CGI) the gift.

#### *3.2.2.2 Securities*

Securities are stocks, bonds, mutual funds, governmental and nongovernmental obligations (i.e. Treasury Bills).

1. The Foundation is responsible for facilitating gifts of securities for Colorado State University. Directors of Development who anticipate a gift to be made with securities should contact the Foundation for assistance.
2. It is the policy of the Foundation to sell all gifts of securities as soon as possible after receipt. Any gain or loss incurred on the sale of securities will be recorded to the benefiting gift fund.

#### Methods of Transferring Securities

There are several ways to make a gift of securities.

1. Transfer between brokerage accounts - If the securities are held in the donor’s brokerage account, the donor can send a letter of instruction to his/her broker requesting securities be transferred to the Foundation’s brokerage account.
2. Hand delivery to Foundation - If the actual securities (e.g. stock certificates) are held by the donor in paper form, the donor can deliver securities to the Foundation with the proper documentation. The donor will need to attach a signed irrevocable stock and bond power that has a medallion guarantee (signed exactly as registered on the certificates) transferring ownership to Colorado State University Foundation.
3. US Mail - If the securities are mailed, the preferred method of handling is to send the security unsigned in one envelope. Then, the irrevocable stock and bond power (signed exactly as registered on the certificates and medallion guaranteed) should be sent in a separate envelope.
4. Re-registration - The Foundation discourages donors from re-registering securities in the name of the Foundation because this process takes significantly longer. If the

securities are re-registered by a transfer agent, the date of gift is the issue date stated on the stock certificate and not the date the request was issued by the donor. The Foundation prefers to receive securities via a direct transfer between brokerage accounts. This transfer is paperless and is the most efficient method available. Please contact the Foundation for further instructions and assistance.

#### Determining the Date of Gift

For gifts of securities, the date of gift is defined as follows:

1. Transfer between brokerage accounts - Date securities are received in a Foundation controlled account.
2. Hand delivery to the Foundation - Date received by the Foundation. Both the stock certificate and the medallion guaranteed irrevocable stock and bond power must be delivered to determine date of gift.
3. US Mail - Date placed in US Postal Service mail delivery. Both the stock certificate and the guaranteed irrevocable stock and bond power must be mailed. Date of gift is the date of the last mailing if using standard mail. If mailed using registered mail the date received by the Foundation is the date of gift.
4. Other Delivery Services (e.g., Fed Ex, UPS, DHL, etc.) Delivery of gifts using delivery services other than the US Postal Service will be considered complete when received by the Foundation. This is an important distinction at calendar year end as donors call to inquire about getting year end gift credit. The IRS recognizes only the US Postal Service as an acceptable courier to determine the postmark date as the date of gift. It is important to remember the burden of proof for date of gift lies wholly with the donor.
5. Re-registration - Date ownership was transferred on corporate records by transfer agent (as reflected on stock certificate).

#### Restricted or Closely Held Securities

1. The Gift Acceptance Committee of the Foundation will review any potential gifts of securities that are not readily marketable.
2. If a Director of Development is working with a donor who wants to make a gift of stock he/she owns in a closely-held or restricted security, the Associate Vice President for Development (AVPD) should be consulted prior to indicating acceptance to the donor. Once the AVPD has determined that the security is acceptable to the University, the Foundation should be contacted.

#### Assigning a Gift Value

1. A gift value is assigned to gifts of securities for internal purposes only. It is the donor's responsibility to determine the gift value and prepare IRS Form 8283 if necessary.
2. The gift value for publicly traded securities is determined as the number of shares times the average of the high and low prices for the date of gift.

#### Gift Receipt

1. If the securities donated are readily priced (listed on a nationally recognized exchange), the receipt will indicate the high, low and average for the date of gift as a convenience to the donor.

2. Because valuation for tax purposes is the responsibility of the donor, the receipt provided for a gift of securities does not need to show a dollar value to be in compliance with IRS regulations. Minimum receipt requirements are the name of issue, number of shares donated and the date of gift.

#### Receiving Other Gifts of Securities

1. Gifts of unlisted assessable securities, partnership interests, closely-held business interests or other illiquid or non-marketable financial assets shall be accepted only with the specific prior approval of the Foundation Gift Acceptance Committee and Vice President for University Advancement.
2. Such gifts shall not be accepted if ownership may expose the University or the Foundation to litigation or liability, if there is any indebtedness associated with the property, or if the property would cause the University or the Foundation to incur any expense in connection with ownership unless a source of funds to cover such expenses has been identified.

#### Dividends Received

In rare instances, a dividend is paid on securities while they are in the process of being transferred from the donor to the Foundation. The dividends belong to the entity which owned the securities on the ex-dividend date. If the date of gift coincides or precedes the ex-dividend date, the dividend belongs to the donor. If the date of gift follows the ex-dividend date, the dividend belongs to the Foundation and will be recorded to the benefiting gift fund.

#### *3.2.2.3 Real Estate*

Real estate includes real property, or interests in real property, including mineral rights. The University may sell the real estate or use it for research, experimental and/or educational purposes as it determines.

#### Gift Acceptance and Receiving

1. Gifts of Real Estate shall be accepted only with the specific prior approval of the Colorado State University Land Acquisition Committee (LAC), which is comprised of the Vice President for Operations, the Director of Facilities Planning, the President/CEO of CSURF/Foundation, and the Vice President for University Advancement.
2. Acceptance of real estate requires a preliminary review of various documents. It is expected that all real estate related gifts will be forward through the Associate VP for Development for review and further submittal to CSURF for consideration by the Land Acquisition Committee. At a minimum, to begin a review of potential real estate transaction, the following information should be supplied to CSURF:
  - The donors desired use of the property;
  - The potential benefit to the University (and define the particular college or unit to benefit);
  - Proposed use of the property by the University (direct use, rental/lease, sale);
  - Operating characteristics and costs (taxes, insurance, utilities, maintenance, dues, etc.).
3. CSURF will take the above information to the Land Acquisition Committee and present the documentation for review.



4. After the LAC has reviewed the preliminary documentation and it is determined to move forward with the potential real estate acceptance, the following shall be obtained:
  - a preliminary title report [showing no encumbrances upon the title to the property] (to be ordered and obtained by CSURF);
  - an independent appraisal by a qualified appraiser (supplied by donor);
  - a Phase I Environmental Assessment Report by a qualified assessing agency (preference is to have this document supplied by the donor, although CSURF can order and obtain at a charge to the benefiting college/department or unit);
  - a survey [which may be optional depending upon particular circumstances] (preference is to have survey provided by donor but CSURF can order and obtain).

Additional documentation may be necessary, depending upon the type of property.
5. Real estate shall be accepted only if a source of funds for payment of mortgages, taxes, insurance, utilities and other costs associated with the maintenance of the property has been identified. Ordinarily, neither the Foundation nor CSURF will accept property subject to a mortgage or other indebtedness if it would cause income from the property to be subject to unrelated business income taxation.
6. In most cases real estate will be accepted and managed by CSURF until a sale or transfer of the property can be accomplished. An exception may be made where a certain entity of the University may manage the property held by CSURF for research or other reasons as determined by the LAC.
7. The final step in real estate acceptance is presentation and approval by either the Foundation Board or the Board of Trustees for CSURF or the Board of Governors depending upon the entity to hold title per the recommendation of the Land Acquisition Committee.

#### Gifts of Real Estate with a Retained Life Estate Interest

1. Gifts of real estate with a retained life estate interest shall be accepted only with the prior approval of the Colorado State University Land Acquisition Committee and the governing board of the entity to eventually hold title. Acceptance of such gifts must also be in accordance with the guidelines for acceptance of outright gifts of real estate as set forth above.
2. Such gifts shall not be accepted if ownership of the property is likely to expose the University, Foundation or CSURF to litigation or liability, or if the property would cause the University, Foundation or CSURF to incur any expense in connection with ownership unless a source of funds to cover such expense has been identified.
3. During the period of the life estate interest, the donor and/or life tenant ordinarily shall remain responsible for payment of mortgages, taxes, insurance, utilities and other costs associated with the property.

#### *3.2.2.4 Personal Property*

A gift of personal property includes equipment, books, works of art, livestock, or other tangible property. Gifts of personal property are accepted by the University confirming their need for the property, anticipated usage, or that they can immediately sell the property. Once this is determined, the University will accept the property if it does not subject the Foundation to any potential litigations or liability.

#### Gift Acceptance and Receiving

1. Gifts of personal property which qualify for a charitable deduction should be recorded on the CDIS at their market value regardless of the value a donor may be able to take as a charitable deduction. It is the responsibility of the donor to arrange and pay for a qualified appraisal and defend such appraisal with any taxing authority.
2. Gifts with fair-market values exceeding \$5,000 will be recorded at values placed on them by qualified independent appraisals or, if a commercial donor, by valid invoices. Gifts at this level cannot be valued by faculty, staff or agents of the University. Gifts of \$5,000 and under may be recorded at the value declared by the donor or placed on them by a qualified expert on the faculty or staff of the University.
3. Personal property is recorded at the educational discount value, i.e., the value the University would have paid had it purchased the item outright from a vendor.
4. Personal property shall not be accepted if its ownership is likely to expose the University to litigation or liability. Personal property shall be accepted only if a source of funds for maintenance of the property (if any) has been identified and if the property is free of indebtedness. Exceptions may be made if, prior to acceptance of the gift, the Vice President for University Advancement expressly decides that acceptance of the property will be in the University's best interest.
5. In keeping with the University's policy to deposit all gifts as quickly as possible, all gifts of personal property must be processed and transmitted to CGIs as soon as the property is received on campus. Do not send the gift transmittal form and supporting documentation if the property has not been received; rather, hold the information and process once the property is delivered.

#### Gifts of Personal Property (excluding animals)

1. Donor provides a written appraisal from a qualified independent appraiser or a valid invoice for gifts-in-kind valued at more than \$5,000.
2. Small gifts of real and personal property (i.e. rare books and prints) with an apparent worth of less than \$5,000 may be valued by a valid invoice or a staff member of the institution with some expertise (i.e. librarian or professor of art) and that informational valuation may be used for institutional reporting purposes. However, in no case should this value be submitted to the donor.
3. It is always advisable to suggest that the donor consult a tax advisor before claiming a gift-in-kind as a charitable deduction for tax purposes.
4. Vehicle donations – If donated for immediate sale, the donor's charitable deduction is limited to the actual sales price of the vehicle, boat or plane when sold by the University. Since the University's practice is to accept and retain the property, the donor may claim a deduction of the vehicle's fair market value. The established procedure for accepting vehicles is contained in *Attachment T*.
  - a. CGI must be notified immediately when the University has received an offer to donate a vehicle, boat or plane. IRS regulations that went into effect in 2006 require that the donee organization must furnish form 1098-C to the donor no later than 30 days after the date it sold the donated vehicle, or 30 days after the date of the contribution.
  - b. CSU would be subject to a penalty if form 1098-C is not filed timely.

#### Gifts of Animals

1. For animals whose valuation by the owner is under \$5,000, a designated employee of the University will perform a realistic appraisal of the current market value. This

- appraisal will be recorded and forwarded to the Foundation with any other documentation involving the donation. This employee appraisal should be noted on the Gift Valuation section of the attached gift-in-kind transmittal form. The appraisal and valuation is for internal use only and may have no relation to the donor's valuation for tax deduction purposes. See Polo, Equine and Ag Sciences Donation, Release and Appraisal Forms, *Attachment S* for use with horse donations.
2. When the owner's valuation exceeds \$5,000, a qualified written and independent (non-university) appraisal is required at the owner's expense. This appraisal is recorded and forwarded to CGI with other documentation.
  3. Each animal is recorded on the University's general ledger at \$1.00 per head regardless of the appraised value or value recorded on the CDIS.
  4. The unit receiving a donated registered animal is responsible for re-registering the animal in the name of the University with the appropriate agency.

#### *3.2.2.5 Intangible Property*

Intangible property includes intellectual property (i.e. copyrights, patents, and trademarks) and royalty assignments. Gifts of intangible property are accepted by the University after confirming the need for the property, anticipated usage, or anticipated potential for future revenue. Once this is determined, the University, CSURF or the Foundation may accept the property if it does not subject them to any potential litigations or liability.

#### Gift Acceptance and Receiving

1. **All gifts of intangible property to be held by the Foundation or CSURF are addressed on a case by case basis and require approval by the Gift Acceptance Committee.**
2. Gifts of intangible property which qualify for a charitable deduction should be counted at their appraised value. It is the responsibility of the donor to arrange and pay for a qualified appraisal and defend such appraisal with any taxing authority.

#### *3.2.2.5 Other Gifts in Kind - Software*

1. Generally, gifts of software or hardware are considered in the same manner as other gift-in-kind transactions once it has been established that the gift serves the academic or research purposes of the University.
2. It is the donor's responsibility to provide the University with written substantiation of the item's fair market value less any educational discount that would apply if the University were purchasing the same item.
3. If a software company has requested that the University become a beta-test site for their product, the University can receive this as a gift if the software company irrevocably transfers the property to the University. If the agreement stipulates that the University must return the property when it is no longer being used, the transaction is considered a use of property (*See 3.2.3*). If the software has no established retail value, the gift will be valued at \$1.00 until a retail value is established.
4. The larger gifts of software may have several components to the gift including gift-in-kind, use of property and gift of service. Oftentimes, gifts of software are accompanied by gifts of hardware (personal property) and free maintenance (service).

Each component of such gifts is separately identified and valued, then processed using the procedures respective to the gift type.

5. Large software donations can be highly complex and issues of maintenance, licensing, fees, upgrades and bundling may be concerns. Please involve CGI when you become aware of any pending large software or hardware gifts.

### ***3.2.3 Use of Property/Gift of Service***

Gifts providing services or the right to use property are not considered charitable donations by the IRS, but are an important source of private support for the University. Therefore, individuals and organizations providing this type of support will be recognized as donors and such gifts will be included in appropriate gift reports. Because such gifts are not recognized by IRS as charitable donations, no receipts will be issued and acknowledgements will not specify a specific dollar value.

1. Definition: A gift is considered to be use of property when the donor gives the University the right to use his/her property on a temporary basis. This can include use of software, golf courses, airplanes, hotels, vehicles, etc. in which the University does not retain a permanent ownership of said property.
2. Definition: A gift is considered to be gift of service when the donor provides their time or services. This can include construction, labor, public speaking, orthopedic, accounting, and software consulting services.
3. Acceptance: These gifts are accepted by the University provided the University has a documented use for the gift and it fits within the mission of the University.
4. Processing: These gifts are recorded on the Constituent Data Information System for recognition and reporting credit, but are not receipted.
5. Value: These gifts are recorded at fair market value regardless of the value the donor may place on the gift. The recipient unit will determine value which would have been paid if University had purchased the use of property or service outright. Methods of substantiation may include invoices, appraisals, comparable sales, etc.
6. Timing: These gifts are recorded at the time the donor commits to making the property available or commits to providing the service to the University regardless of whether the usage has begun or ended. Likewise, it is not necessary to annualize the value of the usage unless the recipient unit desires annual recording and the nature of the gift lends itself to annualization, such as the case of an annual vehicle lease agreement.

Example: A rancher agrees to permit the College of Agricultural Sciences the use of 10 acres of his property for use as a test plot. The rancher does not receive a receipt, but will receive recognition credit equal to the value of the fair market rent for the 10 acres.

Example: Same as previous example except the College of Agricultural Sciences has documented need for only 5 acres, in which case the rancher will receive recognition credit equal to the rent for 5 acres. This is regardless of how many acres the College ultimately uses after donation takes place.

Example: A car dealer permits an athletic coach to drive a new vehicle for a year at no cost. The car dealer is not issued a receipt but will receive recognition credit equal to the value of leasing the specific vehicle for one year. The value is based upon the dealer's existing lease program terms.

Example: An accountant agrees to donate 20 hours of time to the College of Business. The accountant is not issued a receipt, but will receive recognition credit equal to the value of 20 hours times the accountant's established hourly rate.

## GPS-4 Planned Gifts & Bequests

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### Policy

Colorado State University actively pursues planned gifts through all fund-raising opportunities. In addition to providing for long-term support of the University, planned gifts to CSU may favorably affect a donor's income taxes as well as estate taxes. Planned gifts may take on several forms from basic bequest language in a will to a more complicated remainder trust vehicle.

The interest of the donor is paramount. The donor will be encouraged to seek independent legal and tax advice throughout all discussions of planned gifts. Employees of the University and the Foundation are prohibited from offering tax or legal advice.

It is understood that final responsibility for negotiation of all planned gifts shall rest jointly with the Office of Gift Planning and officials from the Foundation. All agreements, trust arrangements, and ownership of assets shall bear the name of Colorado State University Foundation. The legal parties to any planned giving arrangement are the donor or the donor's designee, and the Foundation or another trustee.

All revocable commitments are entered in the CDIS system as a planned giving proposal. If the estimated dollar amount is known, that is included in the Ask Amount section of the proposal. If the value is unknown, the Ask Amount is indicated as \$1.

If the donor is age 50 and above, the revocable commitment can be counted, reported and credited. If the amount of the revocable commitment is known, the gift will be counted, reported and credited at face value. If the amount of the revocable commitment is unknown, it will be counted, reported and credited at \$1.

If the donor is under age 50, the revocable commitment will be counted, reported and credited at \$1, even if the amount is known. Upon turning 50 years old, the \$1 amount will be changed to the face value of the revocable commitment, if known. Revocable commitments are not reported by the Foundation.

The planned giving website at: [www.plannedgiving.colostate.edu](http://www.plannedgiving.colostate.edu) contains necessary bequest language, explanations of various planned giving vehicles and deduction calculation options for more complicated gift vehicles.

The Frontier Legacy Society recognizes those individuals who share the philanthropic spirit of the early settlers who founded Colorado State University and have invested in the University's future through planned gifts. Members of the Frontier Legacy Society are alumni and friends of Colorado State University whose generosity and willingness to provide gifts for the future continue the tradition of philanthropy begun in 1870 by the pioneers who founded the University.

Membership is granted to anyone who has provided for CSU using any one of the planned giving vehicles.

## Definitions

**Counting and Reporting:** Counting and reporting are arithmetic activities. Counting is the numeric summary of activity, results and progress toward goals. Reporting is the process of conveying to a lay audience clearly and transparently what has happened during a specific timeframe.

**Accounting:** Accounting is a process of keeping financial books based on a set of generally accepted guidelines and principles, in order to present a fair, comparable and understandable picture of an organization's financial state at any given time.

**Valuation:** Valuation is an assessment of the actual value of an item to the person or organization that possesses it. Value may be determined by any number of methods and may reflect net present value, the future purchasing value, or even a subjective value based on non-financial considerations, such as the impact on marketing or the ability of a specific gift or revocable commitment to attract others in its wake. Face Value = Donor's best estimate of gift value or known value of account; Present Value = calculation of the current worth of a future sum of money or stream of cash flows given a specified rate of return.

**Crediting:** Crediting is institution-specific and represents the way each organization grants recognition to its donors. It is up to each institution to set its own standards and requirements for documenting commitments. For example, some organizations require written confirmation of a bequest provision while others rely solely on a donor's verbal commitment. Such recognition need not stem from any of the factors of counting and reporting, accounting or valuation, although a given organization may use any of these calculations as the basis of its donor recognition policies.

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### 4.1 Bequest

Through appropriate language in the donor's properly executed last will and testament, effective transfer of assets may be a very simple process. The will may specify a certain dollar amount, specific property, a percentage of the estate, or it may contain provisions for a testamentary trust in which the University may benefit after named beneficiaries receive income for their lives. As with all gifts, while working with the donor, care should be exercised to ensure the language is clear so that donor intent is understood and acceptable.

#### Gift Acceptance and Receiving

1. In order to accept and verify a bequest intention (revocable commitment), required documentation must be received and must include one of the following: a Statement of Intent, a copy of the will or the section of the will naming the Colorado State University Foundation as a beneficiary, a Fund Agreement, or other signed notification of the existence of a revocable commitment.
2. Best efforts should be made to ensure that the donor includes a valuation of their revocable commitment in the required documentation as well as a designation of the revocable

commitment, if applicable.

#### Reporting/Counting/Crediting

1. A signed and completed Revocable Commitment Summary Form (with required documentation as support) is required to have the revocable commitment reported/counted/credited in CDIS. The Revocable Commitment Summary Form must be signed by the Office of Gift Planning and the Vice President of University Advancement. The Revocable Commitment Summary Form can be completed by the Office of Gift Planning or the College or Unit.
2. Once signed by the Office of Gift Planning and the Vice President for University Advancement, the Revocable Commitment Summary Form with supporting documentation is provided to the Constituent and Gift Information (CGI) for its input into CDIS. The Foundation does not record revocable commitments on their system.
3. The minimum age requirement for reporting/counting/crediting a revocable commitment in CDIS at face value is 50 years of age.
4. For donors under age 50, or for donors age 50+ where the value of the revocable commitment is unknown, the revocable commitment will be reported/counted/credited as \$1 in CDIS. Payments against revocable commitments are treated much like pledge payments.
5. Overpayments against revocable commitments are recorded as overpayments to the existing revocable pledge.

#### Receipting

Bequests are not receipted since the donor reserves the right to revoke the stated beneficiaries at any time during their life.

#### **4.2 Revocable Living Trust**

Similar to a bequest and often used as a substitute for a will, a revocable living trust allows a donor to state his/her intentions in writing knowing that changes are possible during the donor's lifetime. A revocable trust can become irrevocable upon the occurrence of a future event, such as the death of the donor.

#### Gift Acceptance and Receiving

1. In order to accept and verify a revocable living trust commitment, required documentation must be received and must include one of the following: a Statement of Intent, a copy of the trust or the section of the trust naming the Colorado State University Foundation as a beneficiary, a Fund Agreement, or other signed notification of the existence of a revocable trust commitment.
2. Best efforts should be made to ensure that the donor includes a valuation of their revocable commitment in the required documentation as well as a designation of the revocable commitment, if applicable.

#### Reporting/Counting/Crediting

1. A signed and completed Revocable Commitment Summary Form (with required documentation as support) is required to have the gift reported/counted/credited in CDIS. The Revocable Commitment Summary Form must be signed by the Office of Gift Planning and the Vice President of University Advancement. The Revocable Commitment Summary Form can be completed by the Office of Gift Planning or the College or Unit.
2. Once signed by the Office of Gift Planning and the Vice President for University



Advancement, the Revocable Commitment Summary Form with supporting documentation is provided to CGI for its input into CDIS. The Foundation does not record revocable commitments on their system.

3. The minimum age requirement for reporting/counting/crediting a revocable trust commitment in CDIS at face value is 50 years of age.
4. For donors under age 50 years old, or for donors age 50+ where the value of the revocable trust commitment is unknown, the revocable commitment will be reported/counted/credited as \$1 in CDIS.
5. Payments against revocable trust commitments are treated much like pledge payments. Overpayments against revocable commitments are recorded as overpayments to the existing revocable pledge.

### Receipting

Revocable trusts are not receipted since the donor reserves the right to revoke the stated beneficiaries at any time during their life.

### **4.3 Gift Annuity**

A Charitable Gift Annuity (CGA) is a contract between the Foundation and a donor. The donor provides cash or marketable securities in return for a fixed annual annuity to be paid in equal quarterly installments. Quarterly payments begin at the end of the calendar quarter after execution (and funding) of the agreement. The annuity payments are guaranteed by the total assets of the Foundation, not limited by the assets provided in the contract. The Office of Gift Planning and the Foundation have software that will calculate the CGA interest rate.

### Gift Acceptance and Receiving

1. Minimum age: 65 (when payments commence)
2. Minimum amount: \$25,000
3. Interest (payout) rate – ACGA (American Council on Gift Annuity) rates, based on donor's age and date of gift
4. Term – until death of last surviving annuitant
5. Annuitants – no more than two

### Reporting/Counting/Crediting

1. The Foundation provides evidence that a CGA has been funded by a donor(s) once the contract has been executed.
2. Beginning in FY14, DAIS will record the CGA as an irrevocable planned gift on the CDIS based upon the face value of the gift.
3. The Foundation will record this gift based upon the actuarial calculation of the gift value on their system.
4. For more information about the complexity of calculating the charitable gift value, contact the gift planning officer.

### Receipting

A receipt will be generated for the actuarial gift value amount of the CGA. The donor will receive a copy of the calculation that provides information necessary to properly file and claim their charitable deduction.

### **4.4 Deferred Payment Gift Annuity**

Identical in most respects to the CGA except that payment of the annual annuity begins at a predetermined future date. The donor's charitable tax deduction is calculated based on the ages of the annuitants at the age annuity payments are scheduled to begin. The Deferred Gift Annuity is good for donors wanting a current tax deduction with no need for current income. Deferring receipt of annuity payments will presumably see the donors in a more favorable tax bracket.

#### Gift Acceptance and Receiving

1. All requirements are the same as stated for CGAs.
2. Deferred payment gift annuities shall be issued for a minimum of \$25,000 and only for the lives of individuals at least 65 years of age at the time income payments commence.
3. The period of deferral between the transfer for the deferred payment annuity and the date the annuity payments start shall be for a period of no more than 20 years.

#### Reporting/Counting/Crediting

1. The Foundation provides evidence that a CGA has been funded by a donor(s) once the contract has been executed.
2. Beginning in FY14, CGI will record the CGA as an irrevocable planned gift on the CDIS based upon the face value of the gift.
3. The Foundation will record this gift based upon the actuarial calculation of the gift value on their system since it is irrevocable.
4. For more information about the complexity of calculating the charitable gift value, contact the gift planning officer.

#### Receipting

A receipt will be generated for the actuarial gift value amount of the CGA. The donor will receive a copy of the calculation that provides information necessary to properly file and claim their charitable deduction.

### **4.5 Charitable Remainder Trust (CRT)**

#### **Charitable Remainder Unitrust:**

A charitable remainder unitrust ("unitrust") is a gift plan defined by federal tax law that allows a donor to provide income to him/herself and/or others while making a generous gift to charity. The income may continue for the lifetimes of the beneficiaries, a fixed term of not more than 20 years, or a combination of the two.

The donor irrevocably transfers assets, usually cash, securities, or real estate, to a trustee of his/her choice, such as a bank trust department. The donor receives an income tax deduction equal to the trust's remainder value to the charity, subject to IRS 30%/50% limitations. The remainder value to charity must be at least 10% of the funding amount.

During the unitrust's term, the trustee invests the unitrust's assets. Each year, the trustee distributes a fixed percentage of the unitrust's current value, as revalued annually, to the income beneficiaries. If the unitrust's value goes up from one year to the next, its payout increases proportionately. Likewise, if the unitrust's value goes down, the amount it distributes also goes down. For this reason, it may be advantageous to choose a relatively low payout percentage so that the unitrust assets can grow, which in turn will allow the

unitrust's yearly payments to grow.

Payments must be between 5% and 50% of the trust's annual value and are made out of trust income, or trust principal if income is not adequate. Payments may be made annually, semiannually, quarterly, or monthly. When the unitrust term ends, the unitrust's principal passes to charity, to be used for the purpose designated by the donor. The donor may add funds to his/her unitrust whenever he/she likes. The remainder beneficiary must be a charitable organization (i.e. the Foundation).

### **Charitable Remainder Annuity Trust**

A charitable remainder annuity trust ("annuity trust") is a gift plan defined by federal tax law that allows a donor to provide income to him/herself and/or others while making a generous gift to charity. The income may continue for the lifetimes of the beneficiaries, a fixed term of not more than 20 years, or a combination of the two.

The donor irrevocably transfers assets, usually cash, securities, or real estate, to a trustee of his/her choice, such as a bank trust department. The donor receives an income tax deduction equal to the trust's remainder value to the charity, subject to IRS 30%/50% limitations. The remainder value to charity must be at least 10% of the funding amount.

During the trust's term, the trustee invests the trust's assets. Each year, the trustee distributes a fixed dollar amount to the income beneficiaries. The payments must be between 5% and 50% of the trust's initial value and are made out of trust income, or trust principal if income is not adequate. Payments continue until the trust term ends or until the highly unlikely event that the trust distributes all its assets. Payments may be made annually, semiannually, quarterly, monthly, or weekly.

When the annuity trust term ends, the trust's principal passes to charity, to be used for the purpose the donor designates. The remainder beneficiary must be a charitable organization (i.e. the Foundation).

### **Gift Acceptance and Receiving**

1. In order to accept and verify a charitable remainder trust commitment, required documentation must be received and must include one of the following: a Statement of Intent, a copy of the trust or the section of the trust naming the Colorado State University Foundation as a beneficiary, a Fund Agreement, or other signed notification of the existence of a charitable remainder trust commitment.
2. Best efforts should be made to ensure that the donor includes a valuation of their revocable commitment in the required documentation as well as a designation of the revocable commitment t, if applicable. Valuation can be proven by trust department portfolio statements.

### **Reporting/Counting/Crediting**

1. A signed and completed Revocable Commitment Summary Form (with required documentation as support) is required to have the revocable commitment reported/counted/credited in CDIS. The Revocable Commitment Summary Form must be signed by the Office of Gift Planning and the Vice President of University Advancement. The Revocable Commitment Summary Form can be completed by the Office of Gift Planning or the College or Unit.

2. Once signed by the Office of Gift Planning and the Vice President for University Advancement, the Revocable Commitment Summary Form with supporting documentation is provided to CGI for its input into CDIS. The Foundation does not record revocable commitments on their system.
3. The minimum age requirement for reporting/counting/crediting a charitable remainder trust commitment in CDIS at face value is 50 years of age.
4. For donors under age 50 years old, or for donors age 50+ where the value of the charitable remainder trust commitment is unknown, the revocable commitment will be reported/counted/credited as \$1 in CDIS.
5. If there is no provision in the CRT to change the charitable remainder beneficiary (or there is a provision which prohibits changing the charitable remainder beneficiaries), the CRT can be treated as an irrevocable instrument and reported, counted and credited at face value regardless of the age of the donor.
6. Payments against charitable remainder trust commitments are treated much like pledge payments. Overpayments against charitable remainder trust commitments are recorded as overpayments to the existing revocable pledge.

### Receipting

Revocable Charitable Remainder Trusts (CRTs) are not receipted. However, the CRT can be treated as an irrevocable instrument and the Foundation may choose to record the present value of the CRT in their system dependent upon Trustee identification and documentation.

## **4.6 Charitable Lead Trust (CLT) - Irrevocable**

### **Charitable Lead Unitrust - Grantor**

A grantor charitable lead unitrust is a gift plan defined by federal tax law that allows an individual to retain ultimate possession of an asset while making a generous gift to charity.

The donor transfers assets, usually cash or securities, to a trustee of choice, such as a bank trust department. The donor receives an income tax deduction equal to the value of the income stream promised to the charity. Because the gift is deemed to be “for the use of” the charity, the deduction is subject to IRS 20%/30% limitations.

During the lead unitrust's term, the trustee invests the unitrust's assets. Each year, the trustee pays a fixed percentage of the unitrust's current value, as revalued annually, to charity. If the unitrust's value goes up from one year to the next, its payout to charity increases proportionately. Likewise, if the unitrust's value goes down, the amount it donates also goes down. These payments are used for the charitable purpose the donor designates.

Although the grantor trust's term may be for one or more lifetimes, a specific number of years (10-20 years is common) is almost always used. Payments are made out of trust income, or trust principal if the trust income is not adequate. When the grantor lead trust term ends, its charitable payments cease and the trust returns all of its accumulated assets back to the donor.

Because the donor retains ultimate possession of a grantor lead trust's assets, all taxable

income earned by the trust during its term, including income distributed to charity, is taxable to the donor. For this reason, grantor lead trusts sometimes are invested to earn tax-free income. The donor may add funds to his/her unitrust whenever he/she likes.

### **Charitable Lead Unitrust - Non-Grantor**

A non-grantor charitable lead unitrust is a gift plan defined by federal tax law that allows an individual to transfer assets to family members at reduced tax cost while making a generous gift to a charity. The donor irrevocably transfers assets, usually cash or securities, to a trustee of his/her choice, such as a bank trust department. The donor receives a gift tax deduction equal to the value of the income stream promised to the charity. Unlike income tax deductions, gift tax deductions are not subject to IRS limitations.

During the lead unitrust's term, the trustee invests the unitrust's assets. Each year, the trustee pays a fixed percentage of the unitrust's current value, as revalued annually, to charity. If the unitrust's value goes up from one year to the next, its payout to charity increases proportionately. Likewise, if the unitrust's value goes down, the amount it donates also goes down. These payments are used for the charitable purpose the donor designates.

The lead unitrust's term may be for a specific number of years (10-20 years is common), one or more lifetimes, or a combination of the two. Payments are made out of trust income, or trust principal if the trust income is not adequate. If trust income exceeds the charitable payment in a given year, the trust pays income tax on the excess.

When the lead unitrust term ends, the unitrust distributes all of its accumulated assets to family members or other beneficiaries named by the donor. The donor may add funds to his/her unitrust whenever he/she likes.

### **Charitable Lead Annuity Trust - Grantor**

A grantor charitable lead annuity trust is a gift plan defined by federal tax law that allows an individual to retain ultimate possession of an asset while making a generous gift to charity. The donor transfers assets, usually cash or securities, to a trustee of choice, such as a bank trust department. The donor receives an income tax deduction equal to the value of the income stream promised to the charity. Because the gift is deemed to be "for the use of" the charity, the deduction is subject to IRS 20%/30% limitations.

During the trust's term, the trustee invests the trust's assets and provides a fixed dollar amount each year to charity. These payments are used for the charitable purpose the donor designates. Although the grantor trust's term may be for one or more lifetimes, a specific number of years (10-20 years is common) is almost always used. Payments are made out of trust income, or trust principal if the trust income is not adequate. They continue until the trust term ends or until the highly unlikely event that the trust distributes all of its assets.

When the grantor lead trust term ends, its charitable payments cease and the trust returns

all of its accumulated assets back to the donor. Because the donor retains ultimate possession of a grantor lead trust's assets, all taxable income earned by the trust during its term, including income distributed to charity, is taxable to the donor. For this reason, grantor lead trusts sometimes are invested to earn tax-free income.

### **Charitable Lead Annuity Trust - Non-Grantor**

A non-grantor charitable lead annuity trust is a gift plan defined by federal tax law that allows an individual to transfer assets to family members at reduced tax cost while making a generous gift to a charity. The donor irrevocably transfers assets, usually cash or securities, to a trustee of her choice, such as a bank trust department.

The donor receives a gift tax deduction equal to the value of the income stream promised to the charity. Unlike income tax deductions, gift tax deductions are not subject to IRS limitations.

During the lead annuity trust's term, the trustee invests the trust's assets and provides a fixed dollar amount each year to charity. These payments are used for the charitable purpose the donor designates and continue until the trust term ends or until the highly unlikely event that the trust distributes all its assets. The trust's term may be for a specific number of years (10-20 years is common), one or more lifetimes, or a combination of the two. The payments are made out of trust income, or trust principal if the trust income is not adequate. If trust income during a given year exceeds the annual charitable payment, the trust pays income tax on the excess.

When the lead annuity trust term ends, the annuity trust distributes all of its accumulated assets to family members or other beneficiaries named by the donor.

#### **Gift Acceptance and Receiving**

Notification from the trustee of the donor's wish to include the Foundation as the recipient of the income generated on the charitable lead trust for a given period.

#### **Reporting/Counting/Crediting**

1. When the notification is received by CGI of the existence of a Charitable Lead Trust, pledge(s) may be entered on the CDIS for the anticipated value of the CLT annuity or unitrust payments.
2. CGI should notify the OGP of the anticipated payments so that a Planned Gift Proposal documenting the existence of the donor's CLT may be created and proper stewardship of the donor can be coordinated.
3. As payments are received they will be applied to the pledge.
4. If a pledge is not entered, the payments will be entered as an outright gift on the CDIS. Based upon the documentation received at the time of notification the Foundation may record a pledge in the same manner as CGI.

#### **Receipting**

A receipt will be issued each time a pledge payment or an outright gift is received.

## **4.7 Life Insurance**

There are two primary methods to make a gift of life insurance:

1. Colorado State University Foundation may be named beneficiary of an existing policy. This designation is revocable by the donor and does not result in any immediate tax benefit.
2. The donor can transfer ownership rights to Colorado State University Foundation creating the possibility of an immediate tax deduction. If this method is used, the donor may be eligible for a tax deduction based on the interpolated terminal reserve (cash surrender value) of the donated policy on the date of gift.
  - a. A policy already in existence when donated is a good way for a donor to make a substantial gift that will be realized in the future. The interpolated terminal reserve will be determined by the issuing company and is requested by the Foundation on IRS Form 712. When the IRS Form 712 AND the policy is received by the Foundation, a gift is recorded.
  - b. A new policy has no interpolated terminal reserve and the Foundation assigns a gift value of \$1 for accounting purposes. Any “new” premium payments made by the donor will first be made to the Foundation as a gift and then remitted to the insurance company to purchase the policy.

In either case, the donor needs to know that if, for any reason, a premium payment is due to continue the policy; the donor must make that premium payment. Often, a donor is not certain exactly how the policy works and he/she just wants to remove it from his/her estate. The donor may believe the policy is “paid up” when it is actually not. If an unfortunate occasion arises where a donor believes the policy has no further premium payments due but in fact, premium payments ARE due to keep the policy in effect, the donor must be contacted and given the option to pay the premium or the Foundation will surrender the policy.

In the event a policy is terminated prior to maturity, all proceeds will be used in accordance with the wishes of the donor that were expressed when the life insurance was gifted.

Individuals wishing to name the Foundation as beneficiary of an insurance policy may do so through the written insurance contract with the insurance company. Simply providing for the Foundation in the will of a donor will NOT override the life insurance contract. For instance, if the life insurance contract specifies Bob Smith as beneficiary and the will specifies that the Foundation is to receive everything, the life insurance named beneficiary Bob Smith will prevail.

#### Gift Acceptance and Receiving

1. The Foundation will serve as the central point for information and assistance with regard to gifts of life insurance.
2. Gifts of life insurance are to be reviewed for acceptance on a case-by-case basis after considering the following factors:
  - Whether premium payments will be necessary to perpetuate the policy’s coverage (the Foundation’s preference is to accept only paid-up policies);
  - Frequency of any premium payments that will be due (annual premium payments are preferred);
  - Current net cash surrender value of the policy. A net cash surrender value of

- \$10,000 is recommended as a minimum if premium payments will be necessary to perpetuate the policy;
- Whether the policy has any outstanding loans against it;
- Donor's willingness to allow the Foundation to surrender the policy upon acceptance;
- Potential that acceptance of the gift could lead to other, preferably major, gifts from the same donor; and
- Other relevant factors.

#### Administration of Life Insurance Gifts

1. For all accepted life insurance policies, the Foundation sends a letter to the donor requesting the donor to review and sign the terms of acceptance, then return it to the Foundation. See Attachment W – Life Insurance Gift – Letter to donor at the time of gift.
2. For all accepted insurance gifts, the Foundation sends an IRS Form 712 to the insurance company. Once this form has been returned to the Foundation, a receipt will be prepared.
3. For all accepted life insurance policies that require periodic premium payments:
4. Donor will be asked to sign a written pledge to continue making premium payments as they become due;
5. The Foundation will send out premium payment reminders to the donor in advance of its due date;
6. No premium payment is to be remitted by the Foundation until the corresponding gift has been received from the donor, and
7. In the event that a donor's premium payment is not received by the Foundation within 45 days of its due date, the Foundation may elect to surrender the policy.
8. The Foundation sends a letter to the donor annually requesting the donor to review the policy's designation on record, then return it to the Foundation. This letter provides confirmation of how the proceeds from the policy are to be used and that the donor is living and therefore, the policy is still in effect. See Attachment X -
9. Life Insurance – Annual letter to donor.

In the event that the financial stability of a particular insurer comes into question via various insurance industry ratings, the Foundation, as owner and beneficiary, may elect to surrender the policy.

#### Reporting/Counting/Crediting

1. Due to its revocable/contingent nature, when a donor names the Foundation as a beneficiary but retains ownership of the policy, the revocable commitment is to be treated in the same manner as a bequest and the procedures for submitting a Revocable Commitment Summary Form and reporting/counting/crediting the revocable commitment based on the donor's age followed.
2. The donor must make the Foundation both the owner and beneficiary of the policy for the gift to be irrevocable. In such cases, CGI will record the gift as an irrevocable planned gift using the face value of the policy regardless of the donor's age.
3. If the donor has agreed to continue to pay the unpaid insurance premiums, the donor is allowed a charitable deduction for any and all insurance payments made.
4. The amount of the gift is dependent upon the type of insurance policy.



### Receipting

A receipt will be issued to the donor if the Foundation is the stated owner and beneficiary and each time the insurance premium is paid. No receipt will be issued if the Foundation is not the owner and beneficiary.

### **4.8 Gifts of Retirement Plan Assets**

Leaving retirement plan assets (such as IRAs, 401(k)s, employee retirement plans, tax-sheltered annuities or other qualified profit sharing or pension plans) to the Colorado State University Foundation may provide donors and their heirs with significant tax benefits. Because retirement plan assets are among the most heavily taxed assets in a donor's estate, they are an excellent option for leaving a gift to charity because the charity will not pay taxes on the gift. To make a gift of retirement plan assets, the donor simply needs to designate the Colorado State University Foundation as a beneficiary of all or a portion of the retirement plan assets using a beneficiary designation form provided by the retirement plan administrator.

### Gift Acceptance and Receiving

1. In order to accept and verify a revocable commitment of retirement assets, required documentation must be received and must include one of the following: a Statement of Intent, a copy of the beneficiary designation form, a Fund Agreement, or other signed notification of the existence of a revocable trust commitment.
2. Best efforts should be made to ensure that the donor includes a valuation of their revocable commitment in the required documentation as well as a designation of the revocable commitment, if applicable.

### Reporting/Counting/Crediting

1. A signed and completed Revocable Commitment Summary Form (with required documentation as support) is required to have the revocable commitment reported/counted/credited in CDIS. The Revocable Commitment Summary Form must be signed by the Office of Gift Planning and the Vice President of University Advancement. The Revocable Commitment Summary Form can be completed by the Office of Gift Planning or the College or Unit.
2. Once signed by the Office of Gift Planning and the Vice President for University Advancement, the Revocable Commitment Summary Form with supporting documentation is provided to CGI for its input into CDIS. The Foundation does not record revocable commitments on their system.
3. The minimum age requirement for reporting/counting/crediting a revocable trust commitment in CDIS at face value is 50 years of age.
4. For donors under age 50 years old, or for donors age 50+ where the value of the revocable trust commitment is unknown, the revocable commitment will be reported/counted/credited as \$1 in CDIS.
5. Payments against revocable trust commitments are treated much like pledge payments. Overpayments against revocable commitments are recorded as overpayments to the existing revocable pledge.

### Receipting

Gifts of retirement plan assets are not receipted since the donor reserves the right to revoke the stated beneficiaries at any time during their life.

# GPS-5 Pledges

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## Policy

A pledge is an unconditional, legally binding promise to make a specified contribution to the University over a defined and specified period of time. Pledges may provide donors a flexible alternative to large, immediate outright gifts. Pledge management is important to the successful management of our fund-raising programs. Large pledges allow the University to steward the donor(s) over the period of the pledge. Development staff must submit pledges (and all related documentation) to the CSU Foundation (same as gifts).

A pledge can be made only by the entity exercising legal control over the assets to be given. Therefore, an individual cannot make a pledge that includes anticipated matching contributions from an employer or some other source. Nor can an individual commit funds that may be applied for through a DAF. An enforceable pledge includes only those funds that will be given by the legal entity.

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## 5.1 Standard Written Pledges

### 5.1.1 Recording

1. To record a pledge on the CDIS, it must be a written commitment signed by the donor(s) with a defined payment plan. The commitment should include the following:
  - Donor(s), and specifically if this is a joint or non-joint pledge with spouse
  - Amount of pledge
  - Pledge period
  - Fund(s) designation
  - Preferred method of payment, check, credit card or EFT
  - Date of first payment
  - Payment Schedules - Each pledge must have a payment schedule before being recorded. Payment plans can be for a single payment or multiple payments. The payment schedule should detail when the pledge amount will be due and payable. For multiple payments, typical pledge payment cycles are:
    - Monthly
    - Bi-monthly
    - Quarterly
    - Semi-annually
    - Annually
    - Other-for a non-traditional payment schedule
  - Any special instructions
  - The employers matching gift cannot be included in the donor's pledge

See *Attachment I* for the form to document pledges. The form may be modified to suit the unit's specific purpose, but any content changes to the form must be reviewed by CGI.
2. An email from the donor will be accepted if it contains all information required as stated above and contains identification that constitutes a "signature" under the Uniform Electronic Transactions Act. Any "sound, symbol or process" that is intended as a signature is

considered a signature. Although emails containing the required information can be used to substantiate a pledge, it is standard practice to obtain an ink signature for the commitment. The written signature can be compared to other handwriting examples of the signer in the case that there is any doubt about the authenticity of an email or the ID of its sender, or in the ability to show sometime later (such as after a donor's death) that the email originated from that person.

3. If the donor is establishing an endowment with a pledge, the signed fund agreement will be used to enter the pledge as long as necessary information is included in the agreement.
4. The payment schedule for the pledge should be determined and then documented in writing with the donor, as indicated in item 5.1.1.1 above. A payment schedule is requisite for recording a pledge in the CDIS. Any subsequent changes in the payment schedule, after the pledge has been recorded, should be communicated to Donor Relations promptly.
5. The duration of a pledge is typically no more than five years. Pledges longer than this need approval through the Vice President for University Advancement.
6. When a gift has been received and recorded as an outright gift, then determined to be a pledge payment a modification must be requested.
7. Although legally payments received from a donor-advised fund (DAF) cannot be used to pay a pledge, there are times when a gift received from a DAF is presumed to be paying off a pledge. In these cases, the original amount of the pledge is reduced by the amount of the gift and the donor is given soft credit for the amount of the gift.

#### *5.1.2 Reminders*

1. Donor Relations produces and mails reminder letters for pledges with an established payment schedule. There are some pledges for which a reminder should not be sent by Donor Relations as directed by assigned development staff. These pledges should be coded as "personal reminder".
2. Pledge reminders will be sent out from UA's central office unless the Director of Development (DOD) advises Donor Relations that they wish to personally remind the donor, or if the donor has requested no reminders.
3. Based upon the payment plan, the donor is provided with a reminder one month before the payment is due. Additionally, should the pledge remain unfulfilled, 30 days following the scheduled payment, a reminder will be sent, subject to direction by the assigned staff.

#### *5.1.3 Unfulfilled Pledges*

Unpaid or delinquent pledges recorded on the Foundation's general ledger are reviewed annually. A donor may be unable to fulfill a pledge for various reasons. Pledges recorded by the Foundation are considered collectible assets and the forgiveness of such requires the following procedures: (See section 5.6)

1. The Director of Development shall submit a request to forgive the pledge to the Foundation. Prior to being submitted to the Foundation, this request shall be approved by the Senior Associate Vice President University Advancement and the respective college's Dean.
2. Upon receipt of request by the Foundation, the Foundation's President/CEO may choose to write a letter to the donor clarifying the donor's intent as to the pledge.
3. Appropriate action is taken depending on the response received from the donor. The Foundation President/CEO shall elect to write the pledge off or modify the payment schedule. This action shall be communicated to the appropriate DOD and UA.

#### *5.1.4 Reporting Pledges*

1. For purposes of the monthly Report on Private Support, pledges are treated as gifts but shown as a separate line item. As pledges are paid, the unfulfilled pledge total is reduced and the cash category is increased accordingly.
2. For purposes of the CAE VSE Report, pledges are not reported as gifts, but are shown in a separate category.

### **5.2 Call A Ram**

Call A Ram pledges are generated from the phoning outreach program. Students confirm each pledge verbally, followed by a written confirmation that is sent to the donor.

#### *5.2.1 Recording*

Call A Ram pledges are loaded into the CDIS on the next working day following calling. If the caller indicates that they wish to pay their pledge via credit card, the card is also charged the following day and applied as a pledge payment.

#### *5.2.2 Reminders*

1. Pledge reminders are sent out at regular intervals after the pledge is made. The standard reminder schedule is a 30, 60, 90 day past due written process, with phone call reminders after 90 days. Additional reminder processes, such as 120 day mailings or personal follow-ups are used with budget allowing.
2. Each year after the final reminders have been sent and sufficient time has passed to allow donors to make payment, previous fiscal year pledges are forgiven. If a payment is received after the pledge is forgiven, it can be reactivated and applied to the pledge.

### **5.3 Payroll Deduction**

University employees may make annual pledges and fulfill those pledges through the gift payroll deduction program. There is a minimum of \$5 per pay period that can be pledged. Employees must complete and sign a statement authorizing the deduction of a fixed amount from each paycheck to be directed to one or more gift funds. Changes after initial signature is received will be accepted via email as long as the donor is easily identifiable. Payroll deductions can be initiated, changed or deleted at [advancing.colostate.edu/ASI/PAYROLL](http://advancing.colostate.edu/ASI/PAYROLL).

There are two options regarding the duration of the payroll gift deduction. The donor may indicate that the deduction is to be either indefinite or for a specific duration. These options are discussed in detail below.

#### *5.3.1 Recording*

1. To record a pledge on the donor record, it must be a written commitment signed by the donor(s) with a defined payment plan or via the online payroll deduction site. Documentation should include the following:
  - Donor(s) and specifically if this is a joint or non-joint pledge with spouse
  - Amount of monthly deduction (minimum \$5)
  - Pledge period
  - Indicate if the donor is a 9-month or 12-month employee
  - Fund(s) designation
  - Date of first payment

Payment Schedules - All additions, changes or deletions must be sent to CGI no later than the 9<sup>th</sup> of the month to assure that the deduction will be changed on the current month payroll deduct. If received after the 10<sup>th</sup> of the month, the changes will not take effect until the following month. The donor may specify one of two duration options for each allocation of their payroll deduction pledge:

(1) Ongoing - The pledge will be entered for a monthly amount that will continue until CGI is notified by the donor to change or delete the monthly amount. This is the default duration option.

(2) Specific time period - The donor may elect to specify a time period for the payroll deduction pledge. This can be any duration that the donor wishes.

- Any special instructions
2. Upon receiving notification of a new or changed deduction, CGI will enter a pledge on the CDIS.

### 5.3.2 Reminders

No pledge reminders will be sent to payroll deduction donors.

### 5.3.3 Cancellation of Payroll Deduction

1. A donor may cancel his/her payroll deduction pledge at any time by notifying CGI via the online site noted above in 5.3.1.
2. Faculty and staff members who leave the University's employment will have their payroll deduction pledges canceled automatically. CGI will contact the DOD if the donor has an outstanding pledge balance that is substantial. If the DOD contacts the donor and they agree to continue the pledge, a regular written pledge will be added to the CDIS.
3. By default, the pledge entered on the constituent database will be placed in "canceled" status upon cancellation.
4. The Development Officer responsible for the area to which the pledge was directed may elect to contact the donor regarding possible fulfillment of the pledge.

### 5.3.4 Receipting

Gift receipts are not generated for each payroll deduction payment. Donor Relations communicates with these donors on an annual basis to inform and assist with access to their receipts.

## 5.4 Electronic Funds Transfer (EFT)

### 5.4.1 Recording

Electronic fund transfers are arrangements between a donor and a bank for the automatic monthly transfer of funds to the Foundation. The transfers are set up as ongoing pledges, or for a specific time period based upon the donor communication. *See Attachment L – EFT Form*

There may be a delay of up to five weeks from the date the Foundation receives the EFT authorization form until the first EFT gift is received due to a test run required by the bank to ensure the accuracy of the transfers. The same delay generally occurs if there are any bank changes to an existing EFT setup, i.e., donor changes banks or accounts or bank changes routing numbers. A change in EFT amount will not cause delays.

#### 5.4.2 Reminders

No reminders are sent to EFT donors.

#### 5.4.3 Receipting

Donors of EFT gifts will be issued a receipt annually in January for all EFT gifts received during the prior calendar year.

### 5.5 Recording Pledges – the Foundation

The Foundation does not book any of the Call A Ram or payroll deduction pledges on their system. There may also be times when written pledges are not booked due to lack of documentation or immateriality to the Foundation's financial statements.

### 5.6 Past Due Pledge Policy (Includes “No reminder” pledges)

Pledges are assets that must be carefully monitored from a fiduciary and donor relations perspective. This procedure is designed to ensure that pledges are given proper care and honored in a timely manner to the mutual benefit of the University, the Foundation, and the donor, including those that become past due.

#### 5.6.1 Roles and Responsibilities

- Director of Donor Relations
  - Assures payment schedules are observed
  - Information is shared in a timely manner
  - Helps maintain the official record
  - Sends reminders for all pledges unless notified of special handling or donor's request for no reminders
- Directors of Development (DOD) in collaboration with their Deans
  - Responsible for the collection action plan and review phases defined in this policy.
- Vice President for University Advancement
  - Has the final authority on past due pledges that are determined to be written-off
  - Is active in the action and review phases
  - Determines necessary steps to remove nameplates, room naming, bricks, etc. when write-off is approved

#### 5.6.2 Procedures

- **Pledge set up.** The Office of Constituent & Gift Information (CGI) enters a pledge into CDIS based on written information presented by the development officer associated with the pledge. Pledge forms and letters of intent shall be consistent with the requirements of the GPP and shall be approved in advance by CGI.
- **Under-paid pledges.** An under-paid pledge is one for which a donor makes a payment less than the scheduled payment. In such cases, the Director of Donor Relations will contact the assigned development officer to determine if contact with the donor is necessary and whether the unpaid amount should be

rescheduled. Phonathon under paid pledges will be written off based upon the donor indication on the response document.

- **Basic write-off procedures.** When there is a past due pledge, the assigned DOD will have the opportunity to petition to delay a write off. Decisions will be well documented on paper and in the CDIS.

### 5.6.3 Pledge Fulfillment Phases

Any DOD with donors marked as “do not contact” who also have pledges must follow the same past due pledge procedure as indicated in this policy. DODs may choose to handle their own donor past due pledge reminders. All unassigned pledges will be managed by Donor Relations. A key component to collecting past due pledges is creating a proactive action plan.

Acceptable Past due Collection Plan (applicable to all three phases defined below)

- The donor makes a pledge payment which brings the pledge current.
- The donor decides to adjust the terms of the pledge or to cancel it.
- If the terms of the pledge are changed or canceled, a note of intent from the donor must be sent to CGI before it may be changed in CDIS. Cancelled pledges must be approved by the Vice President for University of Advancement.

The Director of Donor Relations staff or the assigned DOD are responsible for taking the following action at the intervals designated below:

- **Phase I - Past Due Reminder Phase, past due 31-60 days**
  - A past due report will be created by the office of Donor Relations by the 10<sup>th</sup> of the month and will be sent to the assigned DOD and Dean.
  - A second pledge reminder letter (the first was mailed soon after Advancement received the pledge) will be mailed by the office of Donor Relations or assigned DOD by the 20<sup>th</sup> of the month stating that the pledge is past due.
  - Donor Relations staff or DOD must write a contact report detailing the contact with the donor addressing the plan for payment.
- **Phase II - Past Due Action Phase, past due 61-90 days**
  - A past due report will be created by Donor Relations by the 10<sup>th</sup> of the month and sent to the assigned DoD, Dean, Vice President for University Advancement, and the Sr. Associate Vice President for University Advancement; and
  - A third pledge reminder letter will be mailed by Donor Relations by the 20<sup>th</sup> of the month stating the past due amount; and
  - A phone call will be made by the DOD to the donor requesting payment of the pledge.

- The assigned DOD will make all phone calls by the end of the month to any donor 61 days or more past due.
  - Completion of a past due collection plan is expected before the pledge becomes more than 61 days past due and entered into the CDIS as a contact report; and
    - The DOD will communicate the completed past due collection plan in writing to the VP for University Advancement and write a contact report detailing the action from the call.
- **Phase III - Past Due Review Phase, 91-120 days**
  - A past due report will be created by Donor Relations by the 10th of the month and sent to the assigned DOD, Dean, Vice President for University Advancement, and the Sr. Associate Vice President for University Advancement
  - Vice President for University Advancement, the DOD, and Donor Relations will work collaboratively to evaluate the previous collection plan and discuss any further action possible
  - If necessary a new collection plan will be created and sent to the VP and Dean/Director
  - If changes are made to the pledge by the donor or DOD, a written notice must be sent to CGI requesting the pledge amount be adjusted in CDIS.
  - The Vice President for University Advancement will conduct a case-by-case review of pledges that are past due 91 days or more to determine if a write-off is appropriate or find an alternative agreement with the donor.
  - The Vice President for University Advancement will render a determination in writing regarding pledges that are past due 91 days or more to the DOD, Dean, Director of Donor Relations, and the Sr. Associate Vice President for Advancement. The determination will be to write off the pledge or to defer the write off and determine a new payment plan
  - Donor Relations will note any determination as a contact report in CDIS and notify CGI Information.

#### *5.6.4 Acceptable Write-Off Plan*

- The donor requests cancellation of the pledge.
- No response from the donor to work out a past due collection plan

Write off authority is reserved for the Vice President for University of Advancement and the Dean in conjunction with the DOD. DODs will have 10 days to petition the Vice President for University Advancement to adjust the terms or defer write offs. During the Write-Off period, staff shall report immediately to all parties any new information about the donor or the pledge. If the pledge has been booked with CSUF, Donor Relations will copy and send all related pending write-off correspondence.

#### *5.6.5 Pledges Associated with Naming Opportunities*



- Any pledge write-off tied to a naming opportunity shall be referred by the Vice President for University Advancement to inform the CSU System Board of Governors of the situation.
- The Vice President for University Advancement will determine the necessary steps if removing name plates, named rooms, named bricks, etc., are to be included in the write-off procedure.

## GPS-6 Gifts with Quid Pro Quo

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### Policy

A gift is made without consideration. The Latin term “quid pro quo” means “this for that.” A quid pro quo donation implies the donor receives something of value in return for the donation. In fact, a portion of the donation represents a purchase of goods or services. The item which is being purchased is referred to as a premium.

To comply with IRS regulations, the University must provide a written statement to donors of a quid pro quo contribution in excess of \$75. This statement must tell the donor that they can deduct only the amount of the payment that is more than the value of the goods or services received by the donor. It must also give the donor a good faith estimate of the value of those goods or services. The University can give the donor the statement either when it solicits the gift or when it receives the gift. This requirement is separate from the written substantiation a donor needs for deductibility purposes (i.e., receipt) which is required for all contributions in excess of \$250.

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By federal law and IRS regulations, the donor must reduce the amount of charitable contribution by the fair market value (FMV) of the premium received. The University is required to notify the donor of the FMV of the premium in most cases. This notification should appear on the solicitation vehicle or must be provided after the fact in writing by the sponsoring department.

### 6.1 “De Minimus” Items

The IRS allows small items and token benefits of insubstantial value (e.g. decals, mugs, key chains) to be disregarded so that the full amount of a contribution is deductible. These “de minimus” items, as defined by the IRS and the value changes annually. See IRS website at <http://www.irs.gov/>. For 2015, the University can tell a donor that his or her gift is fully deductible if:

1. The donor receives benefits having a fair market value of \$106 OR 2% of the payment, whichever is less OR
2. The donor gives the charity at least \$53.00 AND receives a low-cost or token item (like a bookmark, mug or t-shirt). The item must bear the charity’s name or logo and the value must be less than \$10.60.

Example: A donor contributes \$100 to attend a fundraising dinner. The dinner has a fair market value of \$45. Since the fair market value of the benefit does not exceed \$106 but does exceed 2% of the gift ( $\$100 \times 2\% = \$2$ ), the benefit is considered substantial and must be declared on the receipt. The receipt must subtract fair market value of benefits (\$45) to arrive at net gift amount of \$55.

Example: A donor makes a \$100 gift and receives return address labels with the CSU logo. The cost of the labels to CSU is \$8.50. Since the return address labels have a cost less than \$10.60 and the gift is at least \$53.00, the benefit is considered insubstantial and the donation will be

received at full amount of \$100.

Example: A donor makes a \$250 gift and receives a sweatshirt in return for their contribution. The sweatshirt has a fair market value of \$20 and a cost of \$12 to CSU. Since the cost of the item exceeds \$10.60, it cannot be considered a token item. Since the fair market value of the benefit (\$20) is more than 2% of the gift (\$5), the benefit is considered substantial and must be declared on the receipt. The receipt must subtract fair market value (not cost) of benefits to arrive at net gift amount of \$230.

Example: A donor makes a \$10,000 gift and receives a golf bag with a fair market value of \$150 in return. Since the fair market value of the benefit exceeds \$106, the benefit is considered substantial and must be declared on the receipt. (Regardless of fact the benefit is less than 2% of gift.) The receipt must subtract fair market value of benefits to arrive at net gift amount of \$9,850.

Example: A donor makes a \$5,000 gift and receives a CSU leather jacket in return for their contribution. The jacket has a fair market value of \$75 and is not considered to be a “token item.” Since the fair market value of the benefit does not exceed \$106 and does not exceed 2% of the gift ( $\$5,000 \times 2\% = \$100$ ), the benefit is considered to be insubstantial and the donation will be received at full amount of \$5,000.

Example: A department is having a golf tournament as a fund raising event. The golf course donates the green fees and cart and a lunch is provided to sponsors and golfers. The fair market value of the green fees and cart is \$80, the lunch provided has a fair market value of \$15 for a total of \$95 in benefits. Each golfer is donating \$250 per person to play in the tournament. Since the fair market value of the benefits (\$95) does not exceed \$106 but is greater than 2% of the gift ( $\$250 \times 2\% = \$5$ ), the benefits are considered substantial and must be declared on receipt. The receipt must subtract fair market value of benefits to arrive at a net gift amount of \$155.

## **6.2 Priority Seating**

A portion of the payment by a donor for the right to purchase tickets to Colorado State University athletic events does not qualify as a charitable contribution. A payment that would otherwise be allowable as a deduction – but for the fact that the donor receives the right to purchase tickets for seating at an athletic event – is entitled to a deduction equal to 80% of the payment. The remaining 20% of the payment represents the right to purchase the tickets and is not a deductible contribution.

## **6.3 Procedures for Solicitations with a Quid Pro Quo Component**

All solicitations that include a quid pro quo component must include a declination of benefits option. This allows the donor to opt out of any benefits prior to making their gift. If the declination is provided before the gift is made, the full amount of the transaction will be received as a gift. The IRS requires that the donor opt out of the benefits prior to the event; if the donor does not attend and wants to opt out after the fact, the gift value cannot be increased for the unused premium.

## GPS-7 Donor-Advised Funds

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### Policy

A Donor Advised Fund (DAF) is established by donors who wish to actively participate in the gift-making process after the initial gift is made purposes of a tax deduction. DAF's are typically held at community foundations or charitable gift funds that are set up through investment companies. Individuals who establish a DAF may recommend charitable projects or organizations they want the DAF to support. This allows a donor to support many nonprofits through making one gift to the DAF.

The Foundation does not accept DAF's due to the intermediate required responsibility to manage gifts and investments where the ultimate beneficiary will not be Colorado State University. The Foundation is committed to accept gifts made on behalf of the University that can be expended by the University and not transferred to a third party beneficiary.

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### 7.1 Gifts Received from a Donor Advising on their DAF

When working with a donor and he/she advise that they will be making a gift through a DAF, the following must be disclosed:

1. A gift from a DAF can NEVER be used to make payments on the donors pledge. The IRS has determined that the donor must relinquish control of the gift at the time it is given to the DAF. If in fact, the donor retains control to the extent that allows him/her to pledge these funds, he/she will lose the initial charitable contribution deduction and potentially be charged a penalty. The charitable organization with the DAF could potentially lose its exempt status.
2. If the gift being solicited has a quid pro quo element, disclose this to the donor so that he/she is aware. **A DAF is prohibited from receiving any goods or services in exchange for a gift.** In this case, a written indication that he/she has opted out of the goods and services provided must be obtained from the donor and the DAF.

### 7.2 Receipting of Gifts from a DAF

1. All gifts from a DAF will be receipted to the legal donor (i.e. the community foundation or the investment company).
2. If DAIS is informed of the person that is advising on the fund, he/she will be given recognition credit for gift club purposes. Often the name of the advisor is included in the DAF name, but this is not always the case. The Phoenix Fund at the local community foundation may be advised by Mr. and Mrs. John Doe. In this example, CGI must be provided the recognition credit information so that it can be properly recorded at the time of the gift.

### 7.3 Differences Between Donor Advised and Donor Directed Transactions

1. A donor advised gift will be sent to Colorado State University Foundation from the donor's fund located at the community foundation or their investment company. The donor will advise the community foundation or investment company of his/her desire to have a gift sent to CSU from the DAF. If the community foundation or investment company agrees to provide the funding, then a check will be sent to the Colorado State University Foundation. This gift will be receipted as stated in Section 7.2.
  2. A donor directed transaction arises when a donor specifically requests that his/her gift is intended for a particular individual. If the donor specifies an individual rather than a broad type of support such as a scholarship or a research project, the Foundation is required to send the check to CSU for the University to deposit directly into the student's account. A gift record is not created since a donation intended for a particular individual is not eligible for a charitable deduction according to IRS. A gift receipt will not be generated for a donor directed gift.
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# GPS-8 Establishing and Amending Gift Funds

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## Policy

A gift fund may be established for a purpose that 1) is within the university's mission and 2) meets the Foundation minimum requirements for creation of a separate fund. New gift funds are also associated with fund naming opportunities or gifts with specific restrictions placed upon them, such as scholarships. Funds may be established for the benefit of a college, department, other unit or program of the university.

A fund should have a single purpose restriction to facilitate administration, ensure donor intent is followed, and accurately report expenditures. The table in *Attachment V* can be used to reconcile the purpose across University and Foundation systems.

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## 8.1 Different Fund Types

### *True Endowment*

These are funds whereby the donor has stipulated that the principal is to be maintained inviolate and in perpetuity. Only the income from investments of the fund can be expended, in accordance with Foundation policy and donor intent.

### *Quasi-Endowment*

These are funds set aside by administrative action of the Foundation Board to be invested and operated in the manner of a 'true endowment' fund. The Foundation Board approves spending of the principal as well as the income.

### *Term*

These are funds established with the understanding that all or part of the principal will be spent after a finite period of years or upon the occurrence of a particular event. Term account classification is reserved for capital construction gift funds.

### *Pending Endowment*

These funds are established in anticipation of reaching the true endowment minimum, but do not yet have the minimum balance necessary to qualify for such characterization. A fund may be a pending endowment for a period not to exceed five years, with all earnings to be reinvested during the pending endowment term. If the minimum is not met within five years, the fund becomes expendable. The donor(s) may wish to provide annual expendable gifts, while the endowment is growing, to provide for annual expenditures.

### *Expendable Funds*

Expendable funds are for restricted or unrestricted purposes and require a minimum of \$1,000 to establish. The funds can be established with less than \$1,000 only if it can be demonstrated there is reason to believe the minimum amount will be raised within six months and written authorization is received by the AVPD. A fund agreement is only required under exceptional circumstances involving large dollar amounts and will be

addressed on an individual basis.

## 8.2 Fund Minimums

See *Attachment F* for minimum balances required to establish the various types of funds.

## 8.3 Procedures for establishing a new gift fund

### 8.3.1 Determine Need for New Fund

As the primary contact point with donors, Directors of Development (DOD) take the first step in determining if a new fund is needed (i.e. no fund currently exists to accommodate the gift).

### 8.3.2 Complete Gift Fund Request Form

1. A completed Gift Fund Request Form (GFRF) is required for every new gift fund. See *Attachment M* for a copy of this form. The instructions that accompany the form are used to complete the top one-third of the form. GFRFs are completed by the DOD, DOD assistant or the business financial officer.
2. Fund names may not include the name of a University professor unless the fund is established in honor of or in memory of the individual. Use of the project name rather than a professor is preferred to assure that gifts are received to fund the project, not specifically the professor. Do not include the word “fund” in the fund name.
3. The financial account holder for the department must sign the form and at least one additional signor should be named. Fund approval signatures must be secured from the Dean or Director to acknowledge and consent to the fund, the DOD to assure he/she is aware of the new fund.
4. Identify the source of funds anticipated, the specific purpose of the fund and the types of expenditures. All future spending from the fund is based upon the purpose and types of expenditures that are listed on the GFRF. The expenditures need to be specific and inclusive. Generalized terms such as “all expenses related to the project” will not be accepted because they do not describe the type of expenditures that the project may incur.
5. Do not reference another document in an attempt to describe the types of expenditures. These documents must include all details necessary to administer the fund in the future.
6. Include the name and phone number of the person preparing the form in case CGI or the Foundation has any questions.
7. Once the form is completed, the original is sent to CGI. CGIS will open the fund on CDIS if all the required information is included, and then send the GFRF to the Foundation so the fund can be opened on its system. The department will be advised of the new fund number.
8. All attempts should be made to complete and submit necessary paperwork in advance of the distribution of any solicitation materials and the initial donor contact.
9. Under special circumstances, a fund may be opened with an unsigned GFRF. A fund may be opened in this manner to accommodate the timely receipt and acknowledgment of donors of memorial gifts or other “unexpected” gifts. However, these funds will be considered incomplete until all signed paperwork is received.

### 8.3.3 *Determine Need for Fund Agreement*

1. A fund agreement serves as the governing document for a fund and is a contract between the Foundation and the donor.
2. **Generally, all endowments require fund agreements due to the permanency of the funds and the need for long-lasting guidelines to facilitate administration of endowments.** Expendable funds generally do not require fund agreements unless requested by the donor.
3. There are instances in which a signed fund agreement is impossible to obtain. One example is for endowed gifts as a result of a bequest for which the donor did not execute a fund agreement prior to his/her death. In such instances, a formal memo to the fund file signed by the Dean and the Foundation President, and approved by the VPUA, is required.
4. When a fund agreement is required, it is the responsibility of the Director of Development (DOD) or other University official to initiate the agreement.

#### 8.3.3.1 *Draft Fund Agreement (If Needed)*

1. The DOD emails draft fund agreement using templates available on ASWEB to the Foundation.
2. The Foundation drafts a fund agreement in a standardized acceptable format and circulates it for review and approval by appropriate University employees.
3. Once internal reviews are completed, the Foundation sends a draft to the DOD for donor review.
4. The DOD informs the Foundation of any revisions after reviewing the agreement with the donor. The revised fund agreement is circulated for final review. Once approved, two original agreements are printed on Foundation letterhead and circulated for appropriate signatures.

#### 8.3.3.2 *Execute Fund Agreement (If Needed)*

1. The DOD secures signatures from the donor(s) and both originals are returned to the Foundation.
2. The Foundation secures signature of a Foundation officer and the VPUA or his/her designee..
3. Once all signatures are secured, one original is returned to the donor and the other is maintained by the Foundation in the fund file. A copy of the signed agreement is sent to the DOD for the unit's records and uploaded to the respective allocation code in Advance.

### 8.3.4 *Complete Non-Endowed Student Assistance Form (NESAF) (If Needed)*

1. Expendable scholarship funds generally require a completed Non-Endowed Student Assistance Form (NESAF) on file prior to any expenditure. The only exceptions to this are expendable funds with a governing fund agreement in place or correspondence from the donor clearly outlining criteria and selection process.
2. Following the instructions attached to the form, complete the form in its entirety being certain to fill out each category. If financial need is not a requirement, then be sure to check "No". Once the form is completed, forward it to the AVPD for approval.
3. Scholarships cannot be issued until the NESAF is completed, approved and reviewed



- by DAIS and the Foundation.
4. For questions regarding the GFRF or the NESAF, please contact CGI.

#### *8.3.6 Complete Fund*

1. Once all signed documents are received and an initial gift is deposited to the fund, it is considered “complete”. The Foundation provides all fund information to OSP so that a 6-4 account can be created.
2. The Foundation sends an electronic fund file to the accountholder and respective unit’s budget officer and DOD to inform them of the fund’s completion and ensure the unit has complete record of the donor’s intent.
3. Funds for which the Foundation and CGI have not received sufficient documentation are considered “incomplete”. Incomplete funds cannot expend monies.
4. All forms which are not legible and complete will be returned to the person preparing the form.

### **8.4 Amending a Gift Fund**

All changes to funds must be approved by the fund’s financial accountholder.

#### *8.4.1 Change in Fund Name*

If there is a compelling reason to change the name on an existing fund, contact the Foundation and provide the reason and the requested new name.

#### *8.4.2 Change in Department Number*

Generally the department number can only change at the beginning of the fiscal year. Please submit your request for department change to the Foundation, allowing adequate time to complete and forward the changes to OSP and DAIS.

#### *8.4.3 Change in Fund Status*

An expendable fund can be changed to a true endowment if you have sufficient monies in the fund for the minimum balance. Contact the Foundation if you want to make this change and determine if a fund agreement is needed.

A pending endowment that has not reached the minimum by the end of the fifth year will be changed to an expendable fund. The Foundation will notify the accountholder and DOD prior to making this change.

Any request to change an expendable fund to a quasi endowment requires approval by the Foundation Board.

#### *8.4.4 Change in Purpose*

Occasionally, the purpose for which a fund was established is no longer valid yet monies still remain in the fund (i.e. a capital construction project has completed, a research project has ceased, an area of study is no longer offered). Funds with governing fund agreements typically have a clause that allow for an alternative use of the fund as determined by the University and the Foundation, keeping in mind the donor’s intent. Requests for changes in a fund’s purpose should be directed to the Foundation.

#### *8.4.5 Change of Authorized Signers*

The current financial accountholder or the Dean are the only individuals authorized to request a change of signers. This request should be directed to the Foundation.

### **8.5 Transferring between Funds**

Requests to transfer funds from one Foundation fund to another are reviewed and processed by the Foundation (See Transfer Request Form, *Attachment H*).

## GPS-9 Expending Gift Funds

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### Policy

At the time a gift fund is established, the account holder and all those with signature authority agree to spend funds in a timely fashion and according to donor intent.

Gifts made to expendable (“non-endowed”) funds are intended to be spent for “current” uses.

To ensure funds are used as the donor intended, the Foundation requires quarterly certification by University officials that funds transferred from the Foundation have been spent in accordance with donor intent.

Gifts made to support endowments will be placed in an “endowment” fund that will be held in perpetuity by Foundation. The Foundation Board approves an annual pay out from the funds and the pay out is made available for spending through a companion “expendable” fund set up with the endowment.

Expenditures may be incurred directly from the Foundation gift fund (rather than the 6-4 gift account) in rare occasions. All such expenditures require approval by the CSU President in addition to two signers for the gift fund.

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1. Upon the establishment of a gift fund at the Foundation, the Office of Sponsored Programs opens a 6-4 gift account with the same designated purpose that feeds from the Foundation fund.
  2. A 6-4 account cannot be opened unless all required supporting documentation for the gift fund has been received and accepted by the Foundation.
  3. Expenditures are incurred by the University in the 6-4 account following state fiscal rules and guidelines. All expenditures from expendable funds (both from earnings off the endowment and expendable gift funds) are incurred by 6-4 accounts. Funds are transferred from the Foundation gift fund to the correlating University 6-4 gift account.
  4. Funds may be transferred from the Foundation to the University 6-4 accounts in one of two ways:
    - A completed Funds Request Form (*Attachment M*), approved by two authorized signers for the gift fund, is submitted to OSP documenting the intended use of funds and amount of transfer. Such transfers are processed twice monthly. Training for the actual query and transfer request is handled with Sponsored Programs on an as needed basis.
    - Expenditures are incurred in the 6-4 account, drawing it into a deficit. At the end of each month, all deficit 6-4 accounts are reimbursed with an automated transfer from the Foundation to the University.

## **GPS-10 Closing Gift Funds**

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### **Policy**

The Foundation will close a Foundation gift fund with a zero balance when requested by the affiliated University unit.

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1. Upon closing the fund, the Foundation will communicate the closure request to CGI and OSP.
  2. CGI ensures there are no active pledges on the fund, then closes or inactivates the Fund on CDIS.
  3. OSP will then close the related 6-4 gift account once its balance is zero.
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# GPS-11 Modifying, Reversing, and Refunding Gifts

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## Policy

Gifts made to the Foundation for the benefit of the University generally will not be returned to the donor. Exceptions to this policy may be granted under certain, very specific conditions and refunds may be issued at the discretion of the President/CEO of the Foundation.

Since gifts are entered in the CDIS according to donor intent, gifts will only be modified if an error has occurred or additional information is received that clarifies the donor intent.

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The majority of gift modifications are created by erroneous entry based upon incorrect or incomplete information. All documentation sent with the gifts should be carefully scrutinized to assure that accurate information is provided at the time the gift is received.

### 11.1 Request to Modify a Gift

1. Any request to change any aspect of the gift should be directed to CSUF.
2. Once the request is received, the original documentation will be reviewed to verify that the gift may be modified as requested. CSUF will forward the request and related documentation to CGI for modification.
3. The gift will not be modified unless a) substantial information that supports the original donor intent is provided and b) that the gift has not been spent.

### 11.2 Memorial Holding Gift Fund

1. Each unit has a memorial holding fund used to deposit memorial gifts until such time when the family can decide how they would like the gifts disbursed.
2. Once a decision is made, the gifts will be modified to the fund designated by the family.

### 11.3 Pending Gift Allocation Fund

1. If a donor provides a gift and is still deciding the specific fund he/she wishes to support, the gift will be recorded and held in the pending gift allocation fund.
2. When the donor has finalized his/her allocation, CGI will modify the gift according to the donor's wishes.

### 11.4 Gift Reversals

The bank will return funds if the donor's account is closed, there were insufficient funds in the donor's account or if the donor has stopped payment on the check. In these few cases, the gift will be reversed on CDIS.

## **11.5 Refunding Gifts**

1. A donor is required to relinquish control of the asset before being eligible to receive a gift deduction for tax purposes. Upon relinquishing control, the donor has no authority to revoke the gift.
2. There may be extenuating circumstances where the donor feels that his/her wishes were not carried out. In such cases, the DOD should work with the donor to rectify this situation and provide assurances to the donor that the gift was expended for the purpose intended.
3. Often times, modifying the fund's purpose (see GPS-9) may be an acceptable alternative to refunding a gift.
4. If this has been tried and the donor is still not satisfied, the DOD needs to provide all documentation and history involving the situation to the Foundation so it can reasonably determine if the gift will be refunded.
5. At no time should the donor be told that his/her gift will be refunded as this decision is made by the Vice President for University Advancement and the Foundation's President/CEO.

## GPS-12 Accepting Gifts from Faculty Members

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### Policy

The University welcomes the charitable financial support of faculty members to enrich the campus. The University must ensure, however, that such support does not jeopardize the tax-exempt standing of the University or the Foundation. Additionally, controls should be in place to ensure that funds donated by faculty and staff are not under the ultimate expenditure control of that same faculty/staff member making the contribution.

Permitting a donor to manage gift funds to which he or she has contributed increases the possibility for private gain for the faculty/donor. Financial controls are incorporated into the account set up and expenditure process to ensure the faculty or staff member is not the sole signatory on gift fund accounts.

**IMPORTANT REMINDER:** Gifts are made to Colorado State University Foundation to benefit various causes at Colorado State University. Gifts may be made to benefit the research of any particular faculty member but it must be emphasized that the gift is made to the University and the research conducted at the University, not to the faculty member. This distinction is important to remember as faculty members garner support for various research projects that they are conducting (whether the support is external or directly from the faculty member). If the faculty member leaves the employ of the University and there are funds remaining in the research account, the funds will remain at Colorado State University Foundation for the benefit of the University and will not be transferred for the faculty member's use at another institution.

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# GPS-13 Determining the Donor

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## Policy

Accurate and complete gift processing requires that both the legal (“hard” credit) donors as well as recognition (“soft” credit) donors be associated with each transaction.

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### 13.1 Determining the Legal (“hard” credit) Donor

Establishing the “legal” donor for a gift is a requirement of the Internal Revenue Service. This entity will receive the receipt generated by the gift transaction. Methods for determining the legal donor are:

1. Response devices or gift transmittal forms are required to include the option for individuals to check whether the gift is joint (both partners/spouses) or individual.
2. The person or organization whose name appears on the face of a check shall be considered the legal donor of a gift.
3. For gifts of securities and real property, the person or organization in whose name that property was registered shall be considered the legal donor.
4. For checks drawn on joint checking accounts, and for securities and real property owned jointly, both of the owners will be considered the legal donor unless accompanying documentation states otherwise. When, both donors are included on the gift, each will be legally credited for half the gift amount.
5. Cashier's checks are provided as a matter of convenience by banks to their customers. Since the bank is acting as an agent of the actual payor, the person or organization on whose behalf the cashier's check is drawn will be considered the legal donor.

### 13.2 Acknowledging Recognition (“soft”) Credit Donors

1. The definition of the legal donor should not preclude the University from providing recognition credit to persons other than the legal donor who were instrumental in facilitating or providing for a gift.
2. Recognition credit allows the University to acknowledge the efforts of these important people without compromising the University's legal obligation to record the gift correctly.
3. Recognition credit donor types are:
  - Sponsored/on behalf of – gifts paid by one entity on behalf of another entity;
  - Memorial – decedents that are being recognized as the result of this gift;
  - Honor – living individuals that are being recognized as the result of this gift.
4. Whereas legal donors will receive the receipt associated with a transaction, recognition credit donors will be recognized in other types or reports or publications, such as donor honor rolls, event invitations, or membership listings.

### 13.3 Examples

Following are several common examples:

#### Example 1



Scenario: A donor maintains a "DAF" with the Denver Foundation, a community foundation. All gifts received from this fund are drawn on Denver Foundation checks. Should the individual donor or the Denver Foundation be shown as the legal donor of the gift?

Answer: The Denver Foundation is the legal donor. The individual donor may (and should) be given recognition credit for the gift, but should not be recorded as the legal donor.

#### Example 2

Scenario: A donor who does not have a checking account gives cash to a friend. The friend writes a check to the University, and asks us to credit the gift to the person from whom the cash was received. Which of these people should be shown as the legal donor?

Answer: The person who wrote the check was the legal owner of the money at the time the gift was made; hence, the check writer, and not the person who provided the money, is recorded as the legal donor. The person who provided the money may (and should) be given acknowledged with recognition credit.

#### Example 3

Scenario: Several people pool their money, giving that money to a person who writes a check to the University. Are the people who contributed money legal donors, or is the writer of the check the legal donor?

Answer: The gift will be recorded in the name of the person who wrote the check, and not in the name of each person who provided money for the gift.

#### Example 4

Scenario: A donor and his wife send in a gift and advise that they want the gift to be from both parties. Who is the donor and who gets credit?

Answer: The legal donors are the husband and wife; they both will receive legal credit for 50% of the gift unless they indicate a different allocation. The husband and wife will also receive recognition credit for the spouse's portion, but the couple will never receive more than the total amount of the gift. If you look at the "CSU Giving Summary" on CDIS you will see that the household amount will equal the total amount of the gifts from the couple.

# GPS-14 CSU Donee Organizations

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## Policy

The University recognizes three entities as donee organizations for gift acceptance purposes. All gifts made to benefit the University must be accepted through one of the following organizations:

Colorado State University Foundation

Gifts of cash, securities, life insurance and trust agreements are generally made to the Foundation.

Colorado State University Research Foundation

Gifts of Real Estate

Colorado State University

Gifts in Kind (equipment or personal property), Use of Property and Gift of Service

For more specific information on gift acceptance procedures and policies, please see GPS-3 Accepting and Receiving Gifts.

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## 14.1 Determining the Appropriate Donee

1. In the absence of information indicating that a gift was determined for a specific donee organization, the Colorado State University Foundation will be considered the default.
2. Determination may be made by the Foundation to forward a gift to CSURF or Office of Sponsored Programs for administration if appropriate. See GPS-1 Distinguishing Gifts and Pledges from Other Transactions.
3. If a check is made payable in the name of a school, college, program, etc. the gift will be considered made to the Colorado State University Foundation.
4. Gifts made to either of the University donee organizations are tax-deductible to the extent allowed by law.

Both CSUF and CSURF are recognized as instrumentalities of a political subdivision and are exempt under Section 115 of the Internal Revenue Code. Contributions to such organizations are deductible by donors as provided in section 170 of the Internal Revenue Code.

## 14.2 Other Donee Organizations

1. Organizations outside CSU, the Foundation, and CSURF wishing to support Colorado State University shall contact the Director of Development or the Associate Vice President for Development for any fund raising initiatives.
2. All events and fund raising activities should be coordinated with the Director of Development and should follow the normal procedure of obtaining an appeal code, approval

of the solicitation etc.

3. All external organizations involved with fundraising activities for the benefit of the University must abide by all CSU logo and licensing rules and regulations in representing their relationship with the University.

# GPS-15 Reporting Private Support

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## Policy

Tracking and reporting private support is vital to fund-raising management. Tracking fund-raising efforts assists in determining cost-effectiveness of cultivation and solicitation efforts and management of the account.

A variety of fundraising reports have been developed to address both internal and external needs. Requirements or guidelines established for each report dictate what transactions are included in totals or counts. Requirements can be determined externally by agencies such as the Council for the Advancement of Education (CAE) or internally to either the University or UA, depending upon the reporting need or measure.

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### 15.1 Defining Private Support for Reporting Purposes

For purposes of donor recognition, gift club membership and “activity” reporting (e.g., Report on Private Support), the term “private support” is used. This term reflects a broader definition of fundraising transactions, and includes bequests as well as private grants, contracts, and exchange transactions. In addition, private support is not limited to contributions as defined by IRS and also includes gifts of service and use of property. For more explanation on this, please see *Attachment E, Transaction Types and Reporting*.

### 15.2 Tracking Private Support Efforts

1. For mass solicitations or fundraising appeals, the professional responsible for it should procure an appeal code from CGI in order to subsequently track the effectiveness of the solicitation.
2. Tracking is accomplished by means of computer-generated reports and through the use of appeal codes.

### 15.3 Reporting Private Support

1. Monthly and year-to-date reports of development activity are generated by DAIS, distributed through the CDIS and made available to the fund-raising staff as well as University personnel
2. Regular year-end reports (commonly known as Annual Reports) are compiled by Donor Relations and the Foundation for the Vice President for University Advancement to use and distribute at his/her discretion.
3. The CAE Report of Voluntary Support of Education, a standard report used nationally by educational institutions, is generated by DAIS and routed to the University through the Vice President for University Advancement.
4. Special reports for the many and varied individual fund-raising efforts are made and distributed as desired in consultation with DAIS.

## **GPS-16 Student Organization Fund Raising**

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This policy is currently being updated by Vice-President of Student Affairs. To be added.

## GPS-17 Advancement Investment Fee

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The Advancement Investment Fee (“AIF”) provides a sustainable revenue stream to help to ensure the growth of the University’s fundraising efforts by directing a percentage of donations to the central University Advancement operations account to be used for central and college/unit activities.

The AIF represents an internal allocation of money and does not affect the tax deductibility of the transaction for the donor. The AIF is applied to cash and cash-equivalent gifts and pledge payments at the time they are posted in the Advancement system. For non-cash gifts, the AIF will be applied at the time proceeds are received as a result of the asset being liquidated or otherwise monetized.

### Procedure

#### 17.1. Terms and Conditions for the AIF

1. Donors will receive full credit for the amount of their gifts and pledge payments. Any applicable fees will have no impact on the donor’s potential tax deduction, recognition in clubs/giving societies, nor giving record in the Advancement system.
2. Donors may elect to counterbalance the AIF by making an additional gift that is equivalent to the fee.
3. Funding levels and minimums set forth in the CSU Gift Policy Attachment F for establishment of new gift funds will be based on the full amount of associated pledges, gifts and pledge payments. The AIF will not impact those determinations.
4. There will be no exceptions except for the following specific circumstances:
  - a. Corporations and foundations that have a pre-existing published policy or guideline prohibiting such a fee will be exempt from the Advancement Investment Fee.
  - b. The “premium” portion of a gift or pledge payment (e.g., the cost of dinner at a ticketed fundraising event.) The “premium” portion is the total fair market value of any goods and services provided to the donor in exchange for their donation;
  - c. Gifts and pledge payments which are associated with the establishment or continuance of a deferred gift such as a charitable gift annuity, life insurance policy, etc. This includes gifts and pledge payments to be utilized as premium payments on life insurance policies owned by the CSU Foundation.
  - d. Non-cash gifts (aka gifts-in-kind) which are to be retained and become inventoried assets of the University.
  - e. Payments on pledges for which both the signed pledge document and initial payment were received before July 1, 2016. Please note: ongoing payments such as payroll deductions or automated credit card billing are not considered exempt pledges.
  - f. To ensure equitable treatment of all gifts the Vice-President for University Advancement may grant an exception at his/her discretion.
  - g. Any facility plan that included a finalized pro-forma financial plan (with a breakdown of costs and repayment structure with gift revenue) that was approved prior to July 1, 2016, will be exempted.

5. The AIF will be applied to non-cash gifts (aka gifts-in-kind) which are not to be retained and become inventoried assets of the University at the time proceeds are received from the asset's sale, liquidation, and/or maturity. (e.g., sale of gifted real estate.)
6. The AIF will be applied to bequests and other deferred gifts at the time of realization of cash or cash-equivalent assets. The existence of a preceding irrevocable or revocable commitment from the deceased will not impact the requirements for the application of the investment fee. (e.g., proceeds from a realized life insurance policy, maturity of a charitable gift annuity, etc.)

### **17.2 AIF Structure**

The Advancement Investment Fee, effective July 1, 2016, is applied to all gifts according to the following tiered structure:

- 5 percent on first \$5 million
- 3 percent on the next \$5 million
- 0 percent on the portion of the gift that exceeds \$10 million

### **17.3 Disclosure Language and Communicating to Donors**

The required general disclosure language is included for gift documents, proposals, pledge forms, fund agreements, receipts, and stewardship reports.

### **17.4 Gift Reversals and Modifications**

1. When a gift is reversed, any fees assessed on that gift will be refunded from the UA account.
2. When a gift is modified, the applicable fees will be adjusted (positive or negative) in accordance with this policy's terms and conditions.

## **Attachment A: Donor Bill of Rights**

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

1. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgment and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

The text of this statement in its entirety was developed by the American Association of Fund-Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), and the Association of Fundraising Professionals (AFP), and adopted in November 1993.



## **Attachment B: CASE Statement of Ethics**

Institutional advancement professionals, by virtue of their responsibilities within the academic community, represent their colleges, universities, and schools to the larger society. They have, therefore, a special duty to exemplify the best qualities of their institutions and to observe the highest standards of personal and professional conduct.

In so doing, they promote the merits of their institutions, and of education generally, without disparaging other colleges and schools.

Their words and actions embody respect for truth, fairness, free inquiry, and the opinions of others.

They respect all individuals without regard to race, color, sex, sexual orientation, marital status, creed, ethnic or national identity, handicap, or age.

They uphold the professional reputation of other advancement officers and give credit for ideas, words, or images originated by others.

They safeguard privacy rights and confidential information.

They do not grant or accept favors for personal gain, nor do they solicit or accept favors for their institutions where a higher public interest would be violated.

They avoid actual or apparent conflicts of interest and, if in doubt, seek guidance from appropriate authorities.

They follow the letter and spirit of laws and regulations affecting institutional advancement.

They observe these standards and others that apply to their professions and actively encourage colleagues to join them in supporting the highest standards of conduct.

The CASE Board of Trustees adopted this Statement of Ethics to guide and reinforce our professional conduct in all areas of institutional advancement. The statement is also intended to stimulate awareness and discussion of ethical issues that may arise in our professional activities. The Board adopted the final text in Toronto on July 11, 1982, after a year of deliberation by national and district leaders and by countless volunteers

**Attachment C: Vacant**

**Attachment D: Pending Gift Transaction Processing**

**As of 7-1-2016, attachment has been deleted.**

## Attachment E: Transaction Types and Reporting

DAIS provides many different types of reporting from the Advance C/S database, each developed for a specific purpose. The associated rules for what is included in a given report can be gleaned from the following broad categories:

- Rules determined by an outside agency (e.g., IRS, CASE)
- Rules agreed upon University-wide (e.g., Report on Private Support)
- Rules made at an individual or unit level (e.g., Acknowledgments, Gift Clubs, Stewardship)
- Rules associated with the BSR Advance C/S application (e.g., built-in Advance screens, gift processor reports)

		Cash and Equivalent Gifts	Irrevocable Deferred Gifts	Gifts in Kind	Gifts of Service	Use of Property	Matching Gifts	Pledges	Revocable Commitments	Grants	Contracts	Cooperative Agreements
Outside Agency	IRS (Receipts)	+	+	+	-	-	+	-	-	-	-	-
	CASE (CAE Report)	+	+	+	-	-	+	+	+	+	-	-
	US News and World Report (Alumni Participation & AGR)	+	+	+	+	+	-	-	-	-	-	-
University Wide	Monthly Reports (ROPS, Development and Major Gifts Goal Reports, Second-Level Comparative Reports)	+	+	+	+	+	+	+	+	+	+	+
	Other Reports (Board of Governors)	+	+	+	+	+	-	+	-	-	-	-
Unit Level	Solicitation-Based Communications (Telemarketing Files, Solicitation Letters, Pledge Reminders)	+	+	+	+	+	+	+	-	-	-	-
	Acknowledgments	+	+	+	+	+	+	+	+	+	+	+
	Gift Clubs (Annual, Lifetime, Frontier) & Honor Rolls	+	+	+	+	+	+	+	+	-	-	-
	Ad-Hoc Reporting (Best Practices)	+/-	+/-	+/-	+/-	+/-	+/-	+/-	+/-	+/-	+/-	+/-
BSR	Built-in Screens (Main Profile, Giving Summary) <i>Note: Main Profile Screen is currently under review</i>	+	+	+	+	+	+	+	+	+	+	+
	Processor Reports (Batch Proof, Production Report)	+	+	+	+	+	+	+	+	+	+	+

Please refer to definitions section of this document for descriptions of individual transaction types.

- Revocable commitments are included in the CAE Report, but are not reflected in bottom-line totals.

## **Attachment F: Guidelines for Naming Opportunites and Endowed Funds for Colorado State University Systems**

### **Policy and Guidelines Governing the Naming of Academic and Research Units, University Centers, University Institutes, Other Special Units and Facilities at Colorado State University**

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#### **Background**

On August 26, 2005, the Colorado State University Board of Governors approved a system policy for the approval of named buildings, colleges, departments, facilities, programs, and other major structures. That policy document does not address the procedures and/or process for a specific institution to follow in recommending a “naming” to the Chancellor and Board of Governors. The following guidelines are intended to provide such guidance to institutional personnel.

Prior to approval of this policy, Colorado State University had in place a policy entitled “Honorary Degree Guidelines and Naming of Facilities Policy and Guidelines.” The policy and guidelines found herein is intended to replace those guidelines but only to the extent they address naming of facilities. These guidelines are not intended to address the awarding of honorary degrees.

The purpose of these Guidelines is to address the naming of academic units, research units, university centers, university institutes, special units and facilities to recognize particular individual(s) or organization(s). These Guidelines are not intended to address the naming of facilities for the limited purpose of mapping or locating the facility on campus, which authority rests with Facilities Management Services. Nor is it intended to address the naming of academic programs for pedagogical purposes; the process and authority for which is addressed in the Academic Faculty and Administrative Professional Manual, Section C.2.2

#### **Statement of Policy**

Approval of the naming of academic units, research units, centers, institutes and other special units (hereafter collectively referred to as “Administrative Units”) and facilities on the campus of Colorado State University is vested with the Board of Governors upon recommendation of the chancellor, and based on the System policy adopted by the Board of Governors on August 26 2005, final approval for these namings is vested with the Board. The institutional administration of this policy is delegated to the president of the University who will seek approval of these actions with the Chancellor.

## Application of Naming

1. Under appropriate circumstances, Administrative Units (as described above) or facilities may be named for an individual or an organization.
2. Normally, Colorado State University, shall name no more than one administrative unit / facility for the same individual or organization; however, more than one may be named for a donor who has, or will provide, substantial financial support or distinctive service to the University.
3. Administrative Units or facilities may be named for:
  - a. Individuals or organizations that have provided or have caused to be provided a significant contribution toward a project – new construction or major renovation or academic and non-academic program.
  - b. Retired or deceased faculty or staff members who have provided distinctive service to the University.
  - c. Graduates, former students, or individuals who have provided distinctive service to the University.
  - d. Living or deceased persons dedicated to the purpose, nature, and mission of the University who have achieved outstanding distinction through civic, intellectual, or artistic contributions to the development of the city, county, region, state, nation, and/or world.
4. It is assumed that the naming of an administrative unit / facility will be retained for its useful life, unless:
  - (a) a change is necessary to continue the appropriate recognition; (b) a major renovation/addition is funded with significant support from another donor and it is appropriate to alter the name; (c) the individual for whom the facility or administrative unit is named falls into disrepute; or (d) the Board of Governors takes action to change the name in order to meet the best interests of Colorado State University.

## Procedures

1. Approvals must be made in advance of proposing a naming opportunity.
  - a. Required level of gifts or service to the University will vary for naming Colleges, Schools, Departments, Centers, and facilities.
  - b. Normally donors are expected to provide at least one half of the total fund-raising cost of constructing or renovation a facility. Because the amount of the gift will vary with each individual situation, this requirement should be viewed as a *guideline*.
  - c. To name rooms, laboratories, centers, or areas within new or renovated facilities, or external spaces such as entry ways or gardens, donors must provide the minimum specified level of private support as determined by the appropriate college/division/department and approved by the Vice President for University Development and Advancement.
  - d. In lieu of monetary contributions, Colleges/Departments, and Divisions may choose to recommend naming administrative units or facilities for individuals who have provided outstanding service to the University.

- e. A naming opportunity will be shared with the Board in executive session prior to final consideration.
2. The donor may ask that the administrative unit or facility bear his or her name or the names of family members or others the donor may wish to honor, subject to the approval the President, and the Board of Governors. The Vice President will discuss with the President the donor's intent before any commitments are made.
3. In the event that the facility or administrative unit to be named involves multiple colleges, divisions, or departments, the heads of all associated organizational units must be in agreement on naming opportunities and levels prior to submission to the Vice President for University Development and Advancement.
4. Each naming request shall be made in the form of a written proposal. The proposal must list the reason for the request, justification of the naming in accordance with the policy and guidelines/criteria, and the amount of any donation or description of service or contribution which would accompany approval of the naming proposal.
5. The Vice President for University Development and Advancement will coordinate with the Provost on donor opportunities for naming rights. The recommendation of dean/vice president/athletic director for approval or disapproval of the request shall be forwarded in writing to the President through the Vice President of University Development and Advancement. In determining the naming, the recommendation of the college, school, department or division that is expected to occupy the facility or oversee the administrative unit shall receive consideration.
6. In reviewing the naming opportunity, the Vice President for University Development and Advancement or his/her designee will assess: (a) the relationship of the individual or organization to the institution; (b) the amount of the donation or value of the contribution; (c) an assessment of the donor's financial situation and the likelihood of fulfilling the pledge, if a donation is given partly as a pledge; (d) character of the donor; (e) potential for additional gifts or contributions from the donor; and (f) possible academic enhancement to the institution as a result of the donation.
7. The President will either approve or deny the recommendation. A denial by the President is final. If the President approves, he/she will request the appropriate vice president to submit the formal naming proposal for review by the Chancellor, pursuant to CSU System and University policy, and forward to the Board of Governors for consideration with the following documentation: An analysis of the proposal in relation to the naming policy and guidelines/criteria:
  - A financial review of the gift;
  - A review by the Office of General Counsel

### **Naming Exceptions and Limitations**

1. Athletic sponsorships such as billboards or advertising signage at a particular athletic event or facility do not fall under the naming policy. The approval of naming for minor properties at a facility, e.g., the placing of a name plate on a seat at a basketball arena, as recognition of a donation to the athletic program, shall be delegated to the University President.
2. A donor will not be given authority to control curricular or administrative matters related to the naming or university property usage.

**Attachment F: Guidelines for Naming Endowed Funds for Colorado State University**

**Endowed Minimum Policy**

Endowment levels indicate the minimum funding required from donors. Each chair, professorship, or other endowment may need to be funded at a higher level to meet the needs of a specific program. According to the current spending policy of the Colorado State University Foundation, 4.25 percent of an endowment's market value is available for allocation annually. This policy (excluding the percent of allocation), is subject to change at the discretion of the Vice President for University Advancement. The allocation percent is subject to the discretion of the CSUF board and not VPUA and is voted upon annually by the CSUF board.

**Attachment F-1: Faculty and Administrative Professional Support**

- \$6 million**     **Presidential Chair** – This designation is accorded to the select number of faculty and administrative professional staff judged to be truly outstanding scholars, researchers, leaders, and/or teachers, according to rigorous, nationally accepted standards. The title of Presidential Chair is the highest and most prestigious honor Colorado State University may award to a faculty or administrative professional member. Presidential Chairs at Colorado State, as at other prestigious universities, constitute that small cadre of exceptionally gifted leaders whose names evoke immediate acknowledgment and respect in academic and professional circles. Annual allocations from the endowment are expected to fund the salary, benefits, research, and operational costs for the position.
- \$3 million**     **University Chair** – This designation is accorded to that select number of faculty and administrative professional staff judged to be outstanding scholars, researchers, leaders, and/or teachers, according to rigorous, nationally accepted standards. The reputations of recipients reflect their special creative and/or research contributions, as well as their efforts in shaping the world understanding of their fields. Annual allocations from the endowment are expected to fund the salary, benefits, and operational costs for the position.
- \$1.5 million**   **College Chair** – Recipients of these chairs must have demonstrated significant contributions to their fields through exceptional teaching, research, leadership, and/or scholarly excellence. These individuals are expected to be of national stature with an established track record of achievement. The annual allocations from College Chairs supplement salaries and/or operations of these great leaders. A college must commit an appropriate level of funding to cover the base salary, benefits, and operational costs for the position (i.e., the college or unit must have the full salary line covered for a College Chair).
- \$750,000**     **University Professorship** – This designation is intended to enhance faculty and administrative professional positions held by scholars/teachers with outstanding qualifications. The achievements and qualifications of University Professors are expected to be extremely high, setting them apart from the majority of their colleagues. Earnings from these endowments supplement faculty salary lines (i.e., the college or unit must have the full base salary line covered for a University Professorship).
- \$375,000**     **College Professorship** – These professorships are typically held by gifted faculty members and administrative professionals whose accomplishments indicate great potential. Their efforts are focused on honing their teaching skills and on carving out areas of research or performance. Earnings from these endowments supplement faculty salary lines (i.e., the college or unit must have the full base salary line covered for a College Professorship).



**\$250,000**      **Endowed Visiting Lecturer or Artist Fund** – This designation is reserved for those select and accomplished leaders who are invited to lecture or teach at Colorado State University for a limited period of time and who are not permanent members of the Colorado State faculty. Funds may be used to pay for stipends, travel, or other appropriate business-related expenses.

**\$100,000**      **Faculty and Administrative Professional Fellowships and Scholarly Programs** – These fellowships are awarded across the spectrum of academic and administrative professional staff ranks and the purpose of the fellowships is to stimulate scholarly activities and develop innovative approaches in the areas of teaching, research and service. Earnings from these endowments supplement faculty and administrative professional operation budgets and may be used to pay for stipends, travel, or other appropriate business-related expenses.

## **Attachment F2: Student and Program Support**

**\$50,000**      **Endowed Graduate Fellowship or Program Fund** – Fellowships are awarded to students performing research on campus. These fellowships enable outstanding students to continue their pursuit of research at the graduate level. Funds may be used to pay for stipends, travel, or other appropriate business-related expenses.

**\$50,000**      **Presidential Endowed Scholarship or Program Fund** – Scholarship or program endowments support students or programs in any of Colorado State University's colleges or units. Donors can designate the program, department, and/or college in which the scholarship is awarded as well as provide specific designations such as GPA, financial need, class year, merit-based, and any other appropriate criteria.

**\$25,000**      **University Endowed Scholarship or Program Fund** – Scholarship or program endowments support students or programs in any of Colorado State University's colleges or units. Effective October 1, 2014, for scholarship endowments at the \$25,000-\$49,999 level, the donor may designate only the college, department, major, and or program in which the scholarship is awarded; all other appropriate criteria will be designated by college/unit. **For a Program Fund, the donor may select specific criteria when the fund is at or above the \$25K minimum level.**

All scholarships prior to October 1, 2014, will be grandfathered, and/or any donors who have already demonstrated intent (written correspondence) to create a scholarship agreement also will be grandfathered and exempted from the new policy.

Only at the \$50,000 level and beyond, may a donor specify appropriate scholarship criteria beyond program, department, or college-/unit-level criteria, e.g., GPA, financial need, class year, merit-based, and any other appropriate criteria.

Also, if at any time a scholarship account reaches \$50,000-plus as a result of additional funding and not through investment earnings, the donor may request appropriate scholarship criteria beyond program, department, or college/unit criteria.

## **Attachment F-3: Guidelines for Naming Other Nonendowed Funds for Colorado State University**

### **Term and Other Nonendowed Funds and Programs**

**\$319,000\*** **College Term Chair** – Recipients of these chairs must have demonstrated significant contributions to their fields through exceptional teaching, research, leadership, and/or scholarly excellence. These individuals are expected to be of national stature with an established track record of achievement. The Term College Chair can be funded annually at \$63,750 for a minimum of five years (\$1.5M x 4.25 percent current payout). Should the payout percentage for endowments change the minimum annual funding for this term chair would change accordingly. The college must commit an appropriate level of funding to cover salary, benefits, and operational costs for the position (i.e., the college or unit must have the full salary line covered for a College Chair).

**\$160,000\*** **University Term Professorship** – This designation is intended to enhance faculty and administrative professional staff positions held by scholars/teachers with outstanding qualifications. The achievements and qualifications of University Professors are expected to be extremely high, setting them apart from the majority of their colleagues. The Term University Professorship can be funded annually at \$31,875 for a minimum of five years (\$750,000 x 4.25 percent current payout). Should the payout percentage for endowments change, the minimum annual funding for this term professorship would change accordingly! The college or unit must have the full base salary line covered for a Term University Professorship.

**\$80,000\*** **College Term Professorship** – These professorships are typically held by gifted faculty and administrative professional staff members whose accomplishments indicate great potential. Their efforts are focused on honing their teaching skills and on carving out areas of research or performance. The Term College Professorship can be funded annually at \$15,938 for a minimum of five years (\$375,000 x 4.25 percent current payout). Should the payout percentage for endowments change, the minimum annual funding for this term professorship would change accordingly! The college or unit must have the full base salary line covered for a Term College Professorship.

**\$32,000\*** **Visiting Lecturer Term Professorship** – This designation is reserved for those select and accomplished leaders who are invited to lecture or teach at Colorado State University for a limited period of time and who are not permanent members of the Colorado State faculty. The Term Visiting Lecturer Professorship can be funded annually at \$10,625 for a minimum of three years (\$250,000 x 4.25 percent current payout). Should the payout percentage for endowments change the minimum annual funding for this term professorship would change accordingly.

### **Nonendowed Scholarship Fund**

Establishing a new named scholarship fund requires a minimum funding of \$1,000. For nonendowed scholarship funds at the \$1,000 to \$2,500 level, the donor can designate only the college, department, major, and or program that awards the scholarship; all other appropriate criteria will be designated by college/unit. At the \$2,500 level and beyond, a donor may request appropriate scholarship criteria beyond program, department, or college-/unit-level criteria.

*\* Rounded to the nearest dollar*

## **Attachment G: Gift Transmittal Form**

### **Completing the Gift Transmittal Form**

#### ***SEND US EVERYTHING***

***Any and all documentation received with the gift or pledge\*\*\* should accompany the gift transmittal form.***

#### **Donor Information:**

List the individual(s) or organization that should receive legal (tax deductible) credit for the gift. Donor name(s) and Donor's address and phone number are listed here.

Name of individual to whom the receipt should be sent: List the individual within a company whose name should

appear on the receipt, which is sent to the legal donor. Gifts are received to the company generating the gift and the contact person's address must be the same as that of the donor.

**Gift Credit:**

**In memory/honor of:** List the individual(s) in whose memory or honor the gift is made. Although these individuals do not receive monetary credit, they are linked to gifts made in their memory or honor. *As the individual(s) must be on ADVANCE, both the name and address or the ADVANCE file number of this individual is REQUIRED.*

**Who should be notified:** List the individual(s) who should be notified of memorial gifts (only), typically the surviving spouse or another family member. *The name(s) and address(s) or the ADVANCE file number(s) is REQUIRED.*

**Gift Information:**

**Gift Type:** Indicate whether or not this is an outright (general) gift, a payment towards an existing pledge or a new pledge.

**Total:** Indicate the total amount and form of payment. If payment is by credit card, indicate the Name on Card. **New Gift:** If the gift is to be deposited in a new account, forward the signed "Gift Fund Information Sheet" with this form.

**Designation:** Indicate the amount designated to the specific gift fund.

**Appeal Code:** The appeal code is used to identify specific solicitations so they can be monitored on ADVANCE.

**Proposal Number:** The number assigned to the proposal that was presented to donor and resulted in the pledge/gift.

**Account Number:** This is the CSU Foundation gift fund number.

**Campaign Code:** The campaign code is used to identify a recognized campaign effort to raise funds for a specific purpose. Campaigns are determined prior to the campaign solicitation effort by Development and Advancement Information Services with the College or unit Director of Development. Not all gifts will be associated with a specific campaign.

**Presented:** Indicate what the donor will receive in return for their gift and the value of that item. **Proposal #:**

**The Proposal:** Indicate the proposal the gift is related to.

**Intended purpose of the gift:** Please include any information that will insure the gift is processed accurately and completely in accordance with the donor's wishes. If the fund description does not clearly indicate how the funds are to be used, clarification helps our staff enter the information so those acknowledging the donors for their gifts have complete information.

**\*\*\*RELATED DOCUMENTATION:**

All correspondence to and/or from the donor related to the gift which identifies donor intent including proposals, award letters, or personal correspondence, agreements; solicitations, or gift response forms. No gifts will be deposited unless all available documentation is received by Development and Advancement Information Services.

***SEND US EVERYTHING***

This form and related documentation are REQUIRED for gift processing. **Shaded** items are REQUIRED.

See "Complete the Transmittal Form" (page 1) for more information.

Forward gift, transmittal form, and related documentation to:

CSU Foundation, Room 410, University Services Center - 9100

**Questions?**  
Call Nancy Andrews 1-6983  
Email [nancy.andrews@colostate.edu](mailto:nancy.andrews@colostate.edu)

**Donor Information:**

- Donor(s) include both names if a joint gift and ADVANCE file numbers when available:

\_\_\_\_\_

- If the donor is an organization, list complete the name and title of individual to whom the receipt should be directed:

**Name:** \_\_\_\_\_

**Full Title:** \_\_\_\_\_

- Donor's Address: (Street/Apt. /Ste.) \_\_\_\_\_

(City, State, Zip) \_\_\_\_\_ **Phone:** \_\_\_\_\_

- Gift is:  On behalf of  In memory of  In honor  
of Name and address of person(s):

1. \_\_\_\_\_

2. \_\_\_\_\_

Name(s) and address(s) of individual(s) to be notified of memorial gift: 1.

2. \_\_\_\_\_

**Gift Information:**

**Type:**  Outright Gift  Pledge Payment  New Pledge  Planned Gift

**Amount:** \$ \_\_\_\_\_  Credit Card  Cash  Check

**Name on Card:** \_\_\_\_\_ **Credit Card #:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

- New Gift Fund:  Yes  No (If "yes", please attach Gift Fund Information Sheet)

• DESIGNATION #1: Amount: \$ \_\_\_\_\_ Appeal Code: \_\_\_\_\_ Proposal #: \_\_\_\_\_

Account #: \_\_\_\_\_ Account Name: \_\_\_\_\_

Campaign Name: \_\_\_\_\_ Premium: \_\_\_\_\_ Value \$ \_\_\_\_\_

• DESIGNATION #2: Amount \$ \_\_\_\_\_ Appeal Code: \_\_\_\_\_ Proposal #: \_\_\_\_\_

Account #: \_\_\_\_\_ Account Name: \_\_\_\_\_

Campaign Name: \_\_\_\_\_ Premium: \_\_\_\_\_ Value \$ \_\_\_\_\_

- Intended purpose of gift or other information related to donor, gift or acknowledgment:

\_\_\_\_\_

\_\_\_\_\_

- Submitted by: \_\_\_\_\_ • Phone: \_\_\_\_\_ Date: \_\_\_\_\_

- College/Department/Unit: \_\_\_\_\_

**Attachment H: Transfer Request Form**

**COLORADO STATE UNIVERSITY FOUNDATION**

410 University Services Center  
Fort Collins, CO 80523  
491-7135

**TRANSFER REQUEST FORM**

INSTRUCTIONS: Completion of this form is required to transfer money between funds at the CSU Foundation. For audit purposes, documentation supporting this transfer must accompany this Transfer Request. Please allow 5 working days for processing.

TRANSFER FROM ACCOUNT NAME \_\_\_\_\_

FUND NUMBER \_\_\_\_\_

TRANSFER TO ACCOUNT NAME \_\_\_\_\_

FUND NUMBER \_\_\_\_\_

TRANSFER AMOUNT

\$ \_\_\_\_\_

EXPLANATION OF TRANSFER  
\_\_\_\_\_  
\_\_\_\_\_

**TRANSFER APPROVAL**

The authorized signatures below constitute the signatories' certification that there are sufficient funds in the subject account to cover this transfer and that the transfer requested is in full compliance with any donor terms or conditions placed upon the use of these funds.

\_\_\_\_\_  
AUTHORIZED  
SIGNATURE

TWO SIGNATURES  
REQUIRES

\_\_\_\_\_  
AUTHORIZED  
SIGNATURE

**FORM PREPARED BY**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*\*\*

**FOR FOUNDATION USE ONLY:**

Journal Entry Reference: \_\_\_\_\_  
Signatures Verification: \_\_\_\_\_  
Balance Verification: \_\_\_\_\_  
Group Funds: \_\_\_\_\_  
    From \_\_\_\_\_  
    To \_\_\_\_\_  
Object Codes: \_\_\_\_\_  
    From \_\_\_\_\_  
    To \_\_\_\_\_  
  
Initials: \_\_\_\_\_  
Date of Transfer: \_\_\_\_\_  
Remarks: \_\_\_\_\_

**Attachment I: Pledge Forms**



**PLEDGE COMMITMENT FORM**

I  My spouse/partner and I commit \$ \_\_\_\_\_ to \_\_\_\_\_  
(Please specify i.e. college, department.)  
at Colorado State University.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email \_\_\_\_\_  home  work

*(Please make checks payable to the Colorado State University Foundation.)*

**Pledge Payment schedule:**

My/our first payment  is enclosed  will be sent \_\_\_\_\_ (mm/yyyy)

I/we will pay \$ \_\_\_\_\_

annually \_\_\_\_\_  semi-annually \_\_\_\_\_  quarterly \_\_\_\_\_  monthly \_\_\_\_\_  
mm/yyyy mm/yyyy mm/yyyy mm/yyyy

Please send reminder prior to payment due date.

Please charge pledge payments in the amount of \$ \_\_\_\_\_ to my/our

MasterCard  VISA  American Express *(Only cards accepted)*

\_\_\_\_\_  
Credit Card Number Expiration Date Card Security Code

Name as it appears on card \_\_\_\_\_

**Approval required for all pledges with a payment plan that exceeds 5 years.**

Extended payment plan approved \_\_\_\_\_  
V.P. for University Advancement Date

**Please print name(s) as you would like it/them to appear for recognition purposes:**

\_\_\_\_\_

**Please return signed commitment form to:**

Development and Advancement Information Services  
Colorado State University  
7116 Campus Delivery  
Fort Collins, CO 80523-7116  
970-491-4939



# PLEDGE COMMITMENT FORM

\_\_\_\_\_ commits \$ \_\_\_\_\_  
Organization Name

to \_\_\_\_\_ at Colorado State University.  
(Please specify i.e. college, department, program area)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact Name/Title \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email \_\_\_\_\_  Home  Work

Please make checks payable to the **Colorado State University Foundation.**

## Pledge Payment schedule:

First payment  is enclosed  will be sent \_\_\_\_\_ (mm/yyyy)

We will pay \$ \_\_\_\_\_

annually \_\_\_\_\_ mm/yyyy  
 semi-annually \_\_\_\_\_ mm/yyyy  
 quarterly \_\_\_\_\_ mm/yyyy  
 monthly \_\_\_\_\_ mm/yyyy

Please send reminder prior to payment due date.

Please charge pledge payments in the amount of \$ \_\_\_\_\_ to our organization's

MasterCard  VISA  American Express *(Only cards accepted)*

\_\_\_\_\_  
Credit Card Number Expiration Date Card Security Code

Name as it appears on card \_\_\_\_\_

## Approval required for all pledges with a payment plan that exceeds 5 years.

Extended payment plan approved \_\_\_\_\_  
V.P. for University Advancement Date

## Please print the name as you would like it to appear for recognition purposes:

\_\_\_\_\_

## Please return signed commitment form to:

Development and Advancement Information Services  
Colorado State University  
7116 Campus Delivery  
Fort Collins, CO 80523-7116

**Attachment J: Revocable Commitment Form**

**COLORADO STATE UNIVERSITY  
REVOCABLE COMMITMENT SUMMARY FORM**

This form is to be used by University Advancement Staff to facilitate the recording of revocable commitments. Revocable commitments will be counted at the declared "full face" value for donors age 50.

**DONOR INFORMATION**

**Donor #1:**

<b>Name</b>	<b>Advance #</b>	
<b>Street Address</b>	<b>Date of Birth</b>	Age
<b>City, State, Zip</b>	<b>Phone</b>	

**Donor #2**

<b>Name</b>	<b>Advance #</b>	
<b>Street Address</b>	<b>Date of Birth</b>	Age
<b>City, State, Zip</b>	<b>Phone</b>	

**Type of commitment:**

- Revocable Bequest (RC)
- Revocable Trust (RD)
- Revocable CRT (RE)
- Revocable CLT (RF)
- Revocable Life Ins/IRA Beneficiary (RG)
- Conditional Pledge (RH)

**Designation for commitment:** (per will or other document provided by donor)

<i>College</i>	<i>Department</i>	<i>Fund</i>
----------------	-------------------	-------------

**Commitment Amount**      \$

**Date of Commitment**

**Advance Proposal Number**      *(REQUIRED FOR ENTRY INTO ADVANCE)*

**DOD Name:** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_  
Office of Gift Planning

**Approved by:** \_\_\_\_\_  
VP for University Advancement

**Submit to Development and Advancement Information Services once approved.**

☆ **To record this commitment, a will or copy of other donor document must be attached.**

.....

October 11, 2010



## **Attachment L: Electronic Funds Transfer Form**

# **Colorado State University Electronic Fund Transfer**

### **What is Electronic Fund Transfer?**

Electronic Fund Transfer is your ongoing commitment to make monthly contributions to Colorado State University Foundation. With Electronic Fund Transfer you can fulfill your gift without ever writing a check!

### **May I change my Electronic Fund Transfer?**

Of course. If you plan to change banks or want to change the amount or designation of your payments, simply contact the Colorado State University Foundation in writing. We'll take care of the rest.

### **What if there is not enough money in my checking account the day the draft clears?**

The draft will be handled at the bank as a physical check would. If your account is overdrawn, you will be charged your bank's service fee.

### **What if I move or change banks?**

If you move, please contact us at (970) 491-7135 with your new information. If you change banks, we must be informed of the new bank information. A voided check is the best way to communicate this change to us.

***Complete and mail the enclosed form today!***

The Colorado State University Foundation is recognized as a 501 (c) (3) tax exempt organization under the Internal Revenue Code.

## Electronic Fund Transfer Request

Yes, please establish my\our Electronic Fund Transfer based on the information below.

*Please provide the following information:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State,  
Zip: \_\_\_\_\_

This gift is from my spouse and me

Spouse's Full Name: \_\_\_\_\_

**Apply my\our gift to:**

The College(s) of:

\_\_\_\_\_

The Department(s) of:

\_\_\_\_\_

Morgan Library (45115)

Where the need is greatest (14232)

Other

\_\_\_\_\_

**Thank you for your support of  
Colorado State University!**

Home Number: \_\_\_\_\_

Business Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Financial Institution: \_\_\_\_\_

Bank ID Number \_\_\_\_\_

*(ID Number is the first 9 digits between these symbols !:!)*

Your Account Number: \_\_\_\_\_

This is a  savings  checking account.

*Please attach a voided check from your account.*

Please begin withdrawals in \_\_\_\_\_ 20\_\_\_\_  
*(Month/Year)*

*Please allow 45 days for first withdrawal. Withdrawals occur the first business day of each month.*

The amount of my\our MONTHLY gift to Colorado State University Foundation will be \$ \_\_\_\_\_ (minimum of \$25).

*Please read, sign and date this agreement.*

I/We request Colorado State University Foundation initiate debit entries to the account indicated above in the financial institution named above. These debits will be made monthly and can be made by any means available to the financial institution, including the electronic transfer of the funds involved. This authority is to remain in full force and effect until I/we request an increase in or removal from the program at any time by contacting the Foundation in writing.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

# Attachment M: Funds Request Form

## FUNDS REQUEST FORM

### Send completed form to:

Sponsored Programs  
408 University Services Center  
491-6355

Use this form to transfer funds from a CSU  
Foundation Fund to its matching 6-4 account

FOUNDATION FUND NAME: \_\_\_\_\_ DEPT. #: \_\_\_\_\_ DEPARTMENT NAME: \_\_\_\_\_ FUND #: \_\_\_\_\_

Please transfer funds from the above named Foundation fund to:

CSU Account Number: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Account Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact Department Name: \_\_\_\_\_  
Person Campus Address: \_\_\_\_\_

This form prepared by: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Please describe the **source of revenue** for these funds and **any restrictions** which apply to spending the funds requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

These funds will be spent on the following: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### TRANSFER APPROVAL: (2 signatures required)

**Certification:** The undersigned certify that the funds requested above will be spent in full compliance with University regulations, State fiscal rules, and donor intent.

\_\_\_\_\_  
Authorized Signature  
Type Name:

\_\_\_\_\_  
Authorized Signature  
Type Name:

<u>FOR SPONSORED PROGRAMS USE:</u>	
Transfer Authorization Signatures: _____	Matching Account Verification _____
Sponsored Programs' Approval _____	Vice President for University Advancement's Approval _____
Deposit Batch Number _____	Date Deposited with CSU Cashier _____
<u>FOR CSU FOUNDATION USE:</u>	
Reference Number _____	Balance Verification: _____
	Check Number: _____
	Date Check Sent: _____
Taxpayer Identification Number # 846000545	Computer Input: _____
Object Code: 8400/ _____	

**Attachment O: Appeal Code Request Form***Completing the SPM Appeal Code Request Form*

The following information is provided to assist you in completing the "Solicitation Plan Management" Appeal Code Request form. In addition to submitting this form electronically, you will need to submit your proposed solicitation, donor response device(s), and auction sheet/booklet(s) via ADV SolicitationPlanMgmt [adv\\_solicitationplanmgmt@mail.colostate.edu](mailto:adv_solicitationplanmgmt@mail.colostate.edu). These materials will be reviewed by Constituent and Gift Information and UA Communications prior to your solicitation being approved.

*Please note: "TBD" will no longer be an accepted entry in required fields. Please wait until you have all required information before submitting a request.*

**Before filling out a request for an online giving page appeal code, please check the [catalog listing](#) of current online giving pages to see if there has already been one built that matches your current request.**

*Field Descriptions***Appeal Description/Name:**

*Describes the solicitation for which the appeal code is being generated (e.g. Department of Biology Spring Newsletter).*

**Purpose of Solicitation:**

*Why the solicitation is being conducted (e.g. to raise funds for the livestock judging team).*

**Solicitation Recipients:**

*The entities you are soliciting through your letter, brochure, newsletter, etc. (e.g. College of Engineering Alumni)*

**On ADV Communications Scheduler:**

*Has the solicitation been added to the ASI Communications Scheduler?*

**Solicitation Plan:** *Provide a brief but detailed plan on how you, or the group working on behalf of you, plan to market this appeal.*

**Premium:** *What the donor will get in return for the gift/membership/registration. (i.e. a t-shirt, meal, free golf, etc.)*

**College/Department Name:**

*Name of the college/division or department/unit making the request for an appeal code.*

**College/Department Code:**

*Code of the college/division or department/unit making the request for an appeal code. (e.g. DAIS' code is 7116). For a full list of College/Department codes click [here](#).*

**Contact Person:**

*Who should be contacted with questions or suggestions regarding the solicitation, donor response form or appeal code request?*

**Benefiting College/Dept Name:**

*Name of the college/division or department/unit benefiting from the solicitation.*

**Benefiting College/Dept Code:**

*Code of the college/division or department/unit benefiting from the solicitation.*

**Anticipated Mail Drop Date:**

*When your solicitation will be mailed. This information will help identify other solicitations that may occur within the same time period.*

**Comments:**

*Any special circumstances regarding your request.*

---

*PLEASE ALLOW FIVE (5) WORKING DAYS FOR TURN-AROUND*

---

**Please note that required questions are marked with an asterisk (\*).**

**About You...**

Name \*

Email Address \*

**How many appeal codes are you requesting? \***

**Type of appeal(s)? Choose one. \***

If this is a mail solicitation that contains a URL for online giving, you MUST complete Step 2 of this form.(We will create an online giving page specifically for your appeal so that gifts can be tracked correctly.)

- Mail
- Email
- Web (Online Giving)
- Phone
- Brochure/Publication
- Personal Contact
- Mail and Email (Multiple appeal code request)
- Other (Multiple appeal code request) Specify below.

**Is this appeal(s) a repeat from a previous year? \***

If asking for multiple codes, please identify which appeals are repeats from previous years in the space below.

- Yes  
 No

**Appeal Description(s)/Name(s): \***

**Solicitation Plan - Purpose of Solicitation(s): \***

(Please include a detailed plan for this funding request How are you going to market this appeal?)

**What is the fund name(s) and fund number(s) you will be soliciting for in this appeal? \***

If using variable data fields that will populate most recent giving funds, please enter the name and number of your default fund.

**Is there a PREMIUM(S) involved with this solicitation? \***

**Is the donor receiving something in return for their donation/membership/registration?** Please note, solicitations which involve the donor receiving goods or services in exchange for their donation will require additional review and setup time. CGI staff may contact you for additional information.

- Yes, please describe in field below.  
 No

**Does your solicitation plan include an AUCTION? \***

If yes, as part of the solicitation plan review process, we will need to review the auction sheet/booklet.

- Yes  
 No

**Solicitation Recipients: \***

**Will the mail file(s) be pulled from Advance? \***

If not, please make sure this mailing is added directly to the ADV Communications Scheduler. (For assistance, please contact Customer Support and Training 491-4887.)

- Yes  
 No

**Your College/Department: \***

**Your College/Department Code \***

**Contact Person: \***

**Benefiting College/Department: \***

**Benefiting College/Department Code \***

## **Attachment P: Major Report Definitions**

### US News and World Report

The following is the breakdown of the calculations used to generate the Alumni Participation Rate calculation for submission to *US News and World Report* and is based on their published criteria.

#### **I. Alumni of Record**

- Includes all undergraduate degree holders (i.e. graduates as of December of the prior year) for whom we have a current address; then
- Subtracts those whose only address is their reference address (usually parent, supplied by the student system upon graduation); further
- Subtracts a fixed percentage of alumni (10%) who are deemed unreachable at any given point of time; and finally
- Adds back those with only a reference address who made a gift during the fiscal year.

#### **II. Alumni Solicited**

- Includes everyone in the “Alumni of Record” figure above; then
- Subtracts those with foreign addresses (except Canadians with phone numbers); and further
- Subtracts those with solicitation suppress, contact suppress and/or mail suppress without phone numbers.

#### **III. Alumni Donors**

- Includes everyone in the “Alumni of Record” figure above; who
- Also gave a gift in the fiscal year; or
- Whose spouse gave a gift in fiscal year; or
- Had a gift given on their behalf or by an owned company.

#### **IV. Undergraduate Alumni Participation Rate**

- Represents a rounded calculation of “Alumni Donors” divided by the “Alumni of Record”.

### ROPS Report

The Office of Sponsored Programs (OSP) tracks awards and contracts granted to Colorado State University, including those from *public* and *private* sources. However, only those transactions which meet the definition of Private Support – as determined jointly by OSP and UA in FY04 – will be input into Advance for reporting and stewardship purposes.

The definition of Private Support is as follows:

- Transactions with a “fund source” of *Private Foundations, Industrial/Commercial, Institutes, Foreign Countries* or *Other Outside Sources*.
- Transactions with a “project type” of *Grant, Contract, Cooperative Agreement* or *Other*
- Transactions that are not *Federal Flow-Through*
  - Federal flow-through funds are those funds directed to CSU from non-federal agencies which are funded, in total or in part, by federal agencies. As a sub-recipient of these monies, CSU must follow federal guidelines, as well as award guidelines, in administering these funds.

Additional definitions of gift, pledge and OSP transaction types are as follow.

#### Cash and Equivalent Gifts

Includes all gifts received with a payment type of Cash, Check, Credit Card, Securities, Payroll Deduction or Electronic Payment (EFT).

#### Irrevocable Deferred Gifts

Gifts made through a legally binding vehicle (e.g. annuity, charitable remainder trust, life insurance), reported here at present value, but not realized by the university as an asset until some future date.

#### Gifts in Kind

Property (including intellectual property) given to the university with full rights of ownership.



Gifts of Service

Services provided by an individual or an organization.

Use of Property

Use of an entity's personal property but less than full interest (ownership)

Matching Gifts

Gifts received from corporations and/or their associated foundations specifically matching gifts to the university by their employee, employee spouse, retiree and/or board member.

Pledges

Promises to give a certain amount at a certain time or on a specified schedule.

Revocable Commitments

A promise to give (certain assets?) payable after the entity's death. Legally, these promises may be revoked at the entity's discretion. Revocable commitments will be input into Advance using the current estimated value with a pledge type of "RC" (Revocable Commitment). When received, payments will be posted against the pledge, regardless of whether they are under or over the original pledge amount. Payments made in a future fiscal year will not be counted for high-level reporting.

Grants

An award of financial support for a proposed research, training or public service program with no substantial involvement of the sponsor. Qualifying grants (see "Private Support") will be input into Advance with the transaction type "SG" (Sponsored Grant).

Contracts

A procurement to acquire services for the direct benefit of the private sponsor where there is substantial involvement by the private sponsor. Qualifying contracts (see "Private Support") will be input into Advance with the transaction type "SC" (Sponsored Contract).

Cooperative Agreements

An award of financial support for a proposed research, training or public service program where the awarding sponsor plays a significant role in the management of the award. Qualifying cooperative agreements (see "Private Support") will be input into Advance with the transaction type "SA" (Sponsored Coop Agreement).

CAE/VSE Report

Please refer to the Council for Aid to Education website at <http://www.cae.org>.

CSU Foundation Reports

Please refer to audited financials viewable at <http://giving.colostate.edu/index.asp?url=pdf>.

**Attachment Q: FPI 2-16**

The FPI 2-16 - Determination of Proper Classification of Revenues as Gifts or Sponsored Agreements is located at [http://busfin.colostate.edu/fpi/2\\_group/FPI%20-16%20Classification%20of%20Revenue%20as%20Gifts%20or%20Sponsored%20Agreements.pdf](http://busfin.colostate.edu/fpi/2_group/FPI%20-16%20Classification%20of%20Revenue%20as%20Gifts%20or%20Sponsored%20Agreements.pdf)

## **Attachment R: Flow of a Gift**

### CASH & CASH EQUIVALENTS

- Gift sent by donor (*payable to Colorado State University Foundation*)
- Gift received by campus unit or CSU Foundation (CSUF). If received by campus unit it is the responsibility of the DOD or business officer to transmit immediately to CSUF.
- Campus unit forwards gift to CSUF (with accompanying documentation or gift transmittal form)
- CSUF endorses checks and date stamps
- CSUF forwards check or cash receipt with documentation to Development and Advancement Information Services (DAIS)
- CGI updates biographical data in Advance
- CGI processes gift in Advance
- Receipt printed for mailing, forwarded with checks to CSUF
  - Brief thank you from Kathleen Henry, CSUF CEO/Pres.
  - Name and address of legal donor(s)
  - Total amount of gift
  - Name of fund and amount to each, if multiple
  - Who gift is 'on behalf of,' 'in memory of,' 'in honor of'
  - If pledge payment, balance of pledge
  - If gift is to athletics Ram Club, a statement related to priority seating (80/20 rule)
  - If donor works for matching company and a form was sent with the gift, a statement saying their claim has been submitted to their matching company.
  - If donor works for matching company, a reminder to submit matching form if not received.
  - If donor employment is unknown, a note reminding the donor their employer may match their gift
  - Seasonal messages may print on the receipts

### SECURITIES

- Per donor request, CSUF is notified by broker of transfer of securities from donor to CSUF account. Otherwise donor or Director of Development should notify CSUF of transfer prior to execution.
- CSUF provides CGI with information related to gift of securities including donor name and address, stock, number of shares, and gift value on date of transfer.
- CGI updates biographical data on Advance

- CGI processes gifts on Advance
- Receipt and tracer are generated as above  
NOTE: Receipt for publicly traded securities includes number of shares received, value of stock on date transfer was made, average of the high and low prices of the stock per the wall street journal on date of transfer.

#### GIFTS IN KIND

- Gift in kind (GIK) transmittal is received in CGI directly from the department
- CGI updates biographical data on Advance
- CGI processes gifts on Advance
- Receipt and tracer are generated as above

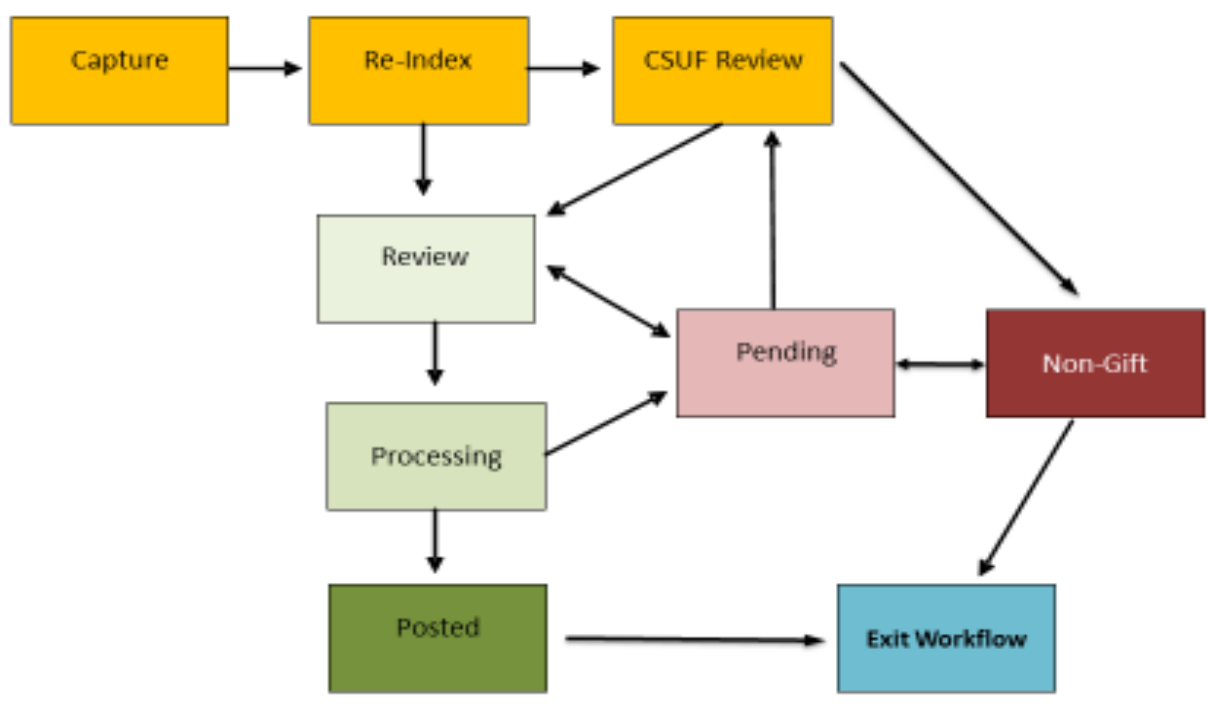
NOTE: The receipt will include a description of the property donated, but will not include a value. It is the donor's responsibility to substantiate the value for deduction purposes.

#### GIFTS OF SERVICE OR USE OF PROPERTY

- Gift of Service (GOS) and Use of Property (UOP) are submitted on a GIK transmittal and received in CGI directly from the department
- CGI updates biographical data on Advance
- CGI processes gifts on Advance
- Receipt are not generated for this type of gift

NOTE: These gifts are not deductible according to IRS regulations, entered on Advance for recognition credit only.

# Gift Flow



## Attachment S: Polo, Equine & Ag Sciences Animal Donation Form



Department Name \_\_\_\_\_  
 Campus delivery address \_\_\_\_\_  
 Fort Collins, Colorado 80523  
 Dept phone & Fax \_\_\_\_\_

### DONATION RELEASE

I, Donor name(s) \_\_\_\_\_ of Donors address \_\_\_\_\_  
 do hereby transfer ownership and unconditional title of the below-described horse to Colorado State University,  
 to be used or humanely euthanized as the University sees fit to benefit teaching and research within the  
Department Name \_\_\_\_\_.

I understand that I will not receive a donation valuation letter until legal transfer of ownership has been received  
 by Colorado State University as required by the state of Colorado, and that this will include a COLORADO BRAND  
 INSPECTION if required. I understand that I am solely responsible for the value indicated below.

In order for the inspection and transfer to take place the following must be furnished to a Colorado Brand  
 Inspector:

- 1)  Yes  No Is the horse registered? - If so, we must have a copy of the registration papers showing a  
 complete description of the horse and listing you as the recorded owner of the horse.
- 2) If the horse is coming to Colorado from out of state, current health papers and/or a current brand  
 inspection certificate showing you as the owner from that state.

FOR HORSES COMING FROM NONBRAND STATES: The below Bill of Sale must be completed in full by the owner  
 before the horse is accepted as a donation.

ALL OTHERS: Complete the required fields marked with an asterisk (\*).

#### BILL OF SALE

**This is to certify that I, the undersigned donor, have this day delivered to Colorado State University, certain livestock described below. The title I hereby transfer and guarantee to defend against all lawful claims.**

*Age/Yr of Birth	* Color, Breed, Sex	Brands	*Registration Number	*Remarks, Markings	* Horses Name	* Value-Appraisal required if more than \$5,000
						\$
						\$
						\$
						\$

\*Donor/Agent Signature: \_\_\_\_\_ Address: \_\_\_\_\_ Date: \_\_\_\_\_

\*Donee's Representative: \_\_\_\_\_ Address: **Campus Delivery Address** Date: \_\_\_\_\_

## Horse Donation Release Instructions

Before printing the form for donor signature, fill in all areas highlighted in gray. The form will be utilized by several departments so you will need to identify your specific unit on each donation release. Do not save the form, changes can be made so we ask that you use the form located at \_\_\_ with each usage.

**Upper right corner:** Fill in your department or unit name, campus delivery address, phone and fax.

**Donor Name:** Please provide the complete legal name. If horse is owned jointly by a couple please provide both names. If the owner of the horse is a ranch, farm, corporation or LLC, please provide the complete name along with an individual contact person's name.

**Donor's Address:** Please provide a complete address, street, city, state and Zip. Include a P.O. Box number, suite number or apartment number if applicable.

**Horse Registered?** Please have the donor check yes or no if the horse is registered.

**BILL OF SALE:** All donors must fill out the Bill of Sale. At a minimum the fields with a red \* must be completed. If the horse is from a nonbrand state, all columns must be completed.

Other documentation you may want to attach to the donation release when having the gift processed:

- Appraisal, if the horse is valued at more than \$5,000
- Brand Inspection if coming from a brand state
- Coggins Test and Health Certificate for all horses coming across state lines
- Contagious Diseases statement for VTH
- Registration copy
- Owner's assignment to use an agent
- IRS Form 8283 if the donor requests the form be completed by CSU
  - The current IRS form and instructions are located at <http://www.irs.gov/pub/irs-pdf/f8283.pdf> and <http://www.irs.gov/pub/irs-pdf/i8283.pdf>
  - You may want to bookmark this link
  - No forms can be signed by CSU if the donation is valued at less than \$5,001

Once form is completed and all necessary attachments are included, forward the documents to;

Nancy Andrews  
DAIS  
7116 Campus Delivery

If you have questions about completion of this form, please contact Nancy Andrews at (970) 491-6983 or [nandrews@ua.colostate.edu](mailto:nandrews@ua.colostate.edu)

**APPRAISAL FOR DONATIONS OF \$5,000 OR MORE**

Name of appraiser \_\_\_\_\_

Address of appraiser \_\_\_\_\_  
\_\_\_\_\_

Appraiser Tax ID#/Social Security # \_\_\_\_\_

Date of appraisal \_\_\_\_\_

Description of property appraised \_\_\_\_\_  
\_\_\_\_\_

Method of valuation \_\_\_\_\_

Facts and analysis used in determining value \_\_\_\_\_  
\_\_\_\_\_

Appraised value \$ \_\_\_\_\_

Is there any agreement between donor and donee that restricts donee's right to use or dispose of property, or confers to any individual a right to receive income generated by the property?  
Describe \_\_\_\_\_

Is there a fee arrangement between donor and appraiser? Describe \_\_\_\_\_



## **Attachment T: Vehicle Donation Checklist**

1. First step is to determine if CSU will accept the vehicle before requesting proof from the donor(s) of clear title and ownership. Contact Gene Stroh, Facilities, Transportation Services, 1-0176. Gene can have the inspection done locally and attempt to get the FMV. CSU will not accept any vehicle with a lien.
2. Donor must provide an emissions test. This is a State of Colorado requirement. As of November 1, 2010 if an emissions test certificate is within the last 12 months it will be accepted. Gene Stroh has the authority to waive the emissions test. This section is dependent upon the vehicle being donated in an emissions area. Cost to fix a vehicle that does not pass the emissions test can be \$1,800.
3. Once you have a determination from CSU of their willingness to accept the proposed vehicle gift the donor(s) need to provide proof of ownership and a clear title. **DO NOT** accept the title until the vehicle is delivered. A copy of the clear title, or the title plus documentation of the lien release is sufficient at this point.
4. Determine the FMV of the vehicle, not the Blue Book value. If this value is over \$5,000, it will need an appraisal. This value is required since CSU can lose its tax exempt status if IRS determines that we assisted the donor in establishing an inflated value.
5. Include a statement from the recipient department detailing need and how the vehicle will be used. To substantiate the purpose identified by the college or unit, a gift cannot be accepted at this time unless it has a useful purpose that furthers the work of the University.
6. Letter of gift for use when transferring title. This is a Department of Motor Vehicle requirement; we can assist you with creating a letter for your donor to sign.
7. Remind donor to keep their plates.
8. Temporary 3-day plates may be purchased in the donor's county. CSU may be able to use the donor plates with a release form including an insurance release. CSU will then deliver the plates back to the donor.
9. Donor provides the title once CSU has agreed to accept the vehicle.
10. Contact Gene Stroh, Facilities, Transportation Services, 1-0176
  - a. can put the vehicle on the insurance list
  - b. arrange for mileage charge to dept for usage if applicable
11. Obtain donor's social security number and current address prior to accepting the vehicle. This is an IRS requirement for completion of Form 1098-C

12. Notify DAIS and the Tax Manager at CSU if and when the vehicle is sold and provide the selling price. If sold within 3 years CSU is required to notify the donor. If you surplus the vehicle through Gene Stroh you need to also notify the Tax Manager at CSU.
13. Notify Gene Stroh when the vehicle is accepted on campus as a completed gift.
14. Business and Financial Services has the authority to sign the gift acceptance and title. DAIS will coordinate signing of all the documents.
15. IMMEDIATE NOTICE must be given to DAIS when considering accepting a vehicle. CSU has only 30 days from the date of acceptance to issue IRS Form 1098C to the donor. If not provided in a timely manner CSU is subject to penalties
16. The same policy applies to Boats and Airplanes, at this time no motorcycles or two wheel vehicles will be accepted due to the liabilities associated with this type of vehicle. This is a CSU policy.

**Attachment U: Verbal Communication Form**  
**CGI – Gift Processing**  
**Verbal Communication with donor or department**

Date of Communication: \_\_\_\_\_

Person providing you with the information: \_\_\_\_\_

Date gift received: \_\_\_\_\_ Amount of Gift: \$ \_\_\_\_\_

Donor name: \_\_\_\_\_

Question(s) Asked: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Response: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Question(s) Resolved

Unresolved, will contact additional source  
(see additional verbal communication form)

**Signature** \_\_\_\_\_





## **Attachment W: Life Insurance Gift – Letter to donor at time of gift**

### SAMPLE LETTER TO LIFE INSURANCE DONOR – AT TIME OF GIFT

Dear Donor:

We thank you for your recent gift of life insurance to Colorado State University Foundation.

All gifts of life insurance to Colorado State University Foundation are handled with great care. The Foundation accepts ownership of a policy only under certain circumstances and takes on a fiduciary responsibility to maintain and steward the policy through to its maturity. We understand that life insurance is given with the expectation that it is held until maturity and that **all premium payments will be made by the donor either directly to the insurance company or directly to CSU Foundation to be remitted to the insurance company.** Please review the following statement and sign indicating your acceptance of the terms below.

I *donor(s) name(s)* understand that the life insurance policy that I am donating will remain in effect until maturity. It is my intent and understanding that all premium payments have been made or premium payments due in the future will be made by me. If a premium payment is due and the insurance contract contains an account value sufficient to pay the premium, the premium will be made using the built up value in the account. In the event a premium payment is due and the account value is insufficient to make the premium payment, I will either make the premium payment directly to the insurance company or to CSU Foundation with the intention that they will pay the premium to keep the policy current.

In no event do I expect a premium payment will be made by CSU Foundation, further, I understand that if a premium payment is due and remains unpaid, CSU Foundation may cash in the policy and use the proceeds for the purpose that I designated when I donated the policy.

Finally, because of the large volume of life insurance policies owned by CSU Foundation, and the potential difficulty in locating me or my heirs, I will make every attempt to make a permanent note in my estate files that notification should be made to CSU Foundation upon my death.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*Donor(s) name*

## **Attachment X: Life Insurance – Annual letter to donor**

### SAMPLE LETTER TO LIFE INSURANCE DONOR – ANNUAL REVIEW

Dear Donor:

As our volume of owned life insurance policies increases, we are implementing processes that allow for regular and recurring communication with our life insurance donors.

We wanted to communicate with you to let you know the status of your policy and to allow you the opportunity to contact us if you should have questions or concerns about the policy you donated. Below, you will see the specifics as they relate to your policy.

Insurer: \_\_\_\_\_ Policy #  
\_\_\_\_\_

Insured: \_\_\_\_\_

Owner and beneficiary as shown on Policy  
\_\_\_\_\_

Designated use of policy proceeds  
\_\_\_\_\_

Face value of Policy \$ \_\_\_\_\_

We have mailed two copies of this letter to you so that you can keep one and return one to us in the enclosed, self addressed stamped envelope. Please sign below and return one copy to us at your earliest convenience. We ask that you note any inconsistencies with your records so that our records can be as complete as possible.

Sincerely,

CSUF CFO \_\_\_\_\_

the above information agrees with my records

The above information does not agree with my records (note discrepancies)

Signed \_\_\_\_\_ Date \_\_\_\_\_

*Donor(s) name*

**Attachment Y: VTH – Animal Donation Form**



Department Name \_\_\_\_\_  
Campus delivery address \_\_\_\_\_  
Fort Collins, Colorado 80523  
Dept phone & Fax \_\_\_\_\_

**DONATION RELEASE**

I, Donor name(s) of Donor's address  
do hereby transfer ownership and unconditional title of the below-described horse to Colorado State University, to be used or humanely euthanized as the University sees fit to benefit teaching and research within the Department Name.

I understand that I will not receive a donation valuation letter until legal transfer of ownership has been received by Colorado State University as required by the state of Colorado, and that this will include a BRAND INSPECTION. I understand that I am solely responsible for the value indicated below.

Hospital requirements for transfer of ownership:

- 3) We in the Equine Section at the CSU-VTH do not need a copy of the registration papers and will not complete any documentation regarding the horse's outcome to said breed registry. We will keep a copy of registration papers with other hospital paperwork if desired.
- 4) The horse coming to the CSU-VTH must have a current brand inspection certificate showing you as the owner with CSU-VTH as destination. A permanent brand inspection card is not valid. If the horse is to be kept at the CSU-VTH for a period of time or will join our in-house herd, a current health certificate and Coggins is necessary.
- 5) We do not routinely accept insured horses for donation.

The below Bill of Sale must be completed in full by the owner along with a health certificate before the horse is accepted as a donation.

ALL OTHERS: Complete the required fields marked with an asterisk (\*).

**BILL OF SALE**

<b>This is to certify that I, the undersigned donor, have this day delivered to Colorado State University, certain livestock described below. The title I hereby transfer and guarantee to defend against all lawful claims.</b>						
<b>*Age/Yr of Birth</b>	<b>* Color, Breed, Sex</b>	<b>Brands</b>	<b>*Registration Number</b>	<b>*Remarks, Markings</b>	<b>* Horses Name</b>	<b>* Value-Appraisal required if more than \$5,000</b>
						\$
						\$
						\$
						\$



\*Donor/Agent Signature: \_\_\_\_\_ Address: \_\_\_\_\_ Date: \_\_\_\_\_

\*Donee's Representative: \_\_\_\_\_ Address: **Campus Delivery Address** Date: \_\_\_\_\_

## Horse Donation Release Instructions

Before printing the form for donor signature, fill in all areas highlighted in gray. The form will be utilized by several departments so you will need to identify your specific unit on each donation release. Do not save the form, changes can be made so we ask that you use the form located at \_\_\_ with each usage.

**Upper right corner:** Fill in your department or unit name, campus delivery address, phone and fax.

**Donor Name:** Please provide the complete legal name. If horse is owned jointly by a couple please provide both names. If the owner of the horse is a ranch, farm, corporation or LLC, please provide the complete name along with an individual contact person's name.

**Donor's Address:** Please provide a complete address, street, city, state and Zip. Include a P.O. Box number, suite number or apartment number if applicable.

**BILL OF SALE:** All donors must fill out the Bill of Sale. At a minimum the fields with a red \* must be completed. If the horse is from a nonbrand state, all columns must be completed.

Other documentation you may want to attach to the donation release when having the gift processed:

- Appraisal, if the horse is valued at more than \$5,000
- Brand Inspection if coming from a brand state
- Coggins Test and Health Certificate for all horses coming across state lines
- Contagious Diseases statement for VTH
- Registration copy
- Owner's assignment to use an agent
- IRS Form 8283 if the donor requests the form be completed by CSU
  - The current IRS form and instructions are located at <http://www.irs.gov/pub/irs-pdf/f8283.pdf> and <http://www.irs.gov/pub/irs-pdf/i8283.pdf>
  - You may want to bookmark this link
  - No forms can be signed by CSU if the donation is valued at less than \$5,001

Once form is completed and all necessary attachments are included, forward the documents to;

Nancy Andrews  
DAIS  
7116 Campus Delivery

If you have questions about completion of this form, please contact Nancy Andrews at (970) 491-6983 or [nandrews@ua.colostate.edu](mailto:nandrews@ua.colostate.edu)

## **Attachment Z: AIF APPEAL PROCESS FORM**



### **Advancement Investment Fee Appeal Process**

This process must be followed in the event a Colorado State University development office, college, or unit requests exemption from the Advancement Investment Fee (AIF) instituted on July 1, 2016. All requests for exemption must be submitted in writing with the below details to the AIF Appeal Committee. The AIF Appeal Committee is composed of the Vice President for University Advancement, Senior Associate Vice President of University Advancement, and the President of the CSU Foundation, or their designees.

This process is for exemptions *not* indicated in the CSU Gift Policy. Current policy exemptions are provided on the following page for your convenience.

Submit the appeal via e-mail or paper copy to Rudy Garcia, Office of the Vice President for University Advancement, at [rudy.garcia@colostate.edu](mailto:rudy.garcia@colostate.edu), (970) 491-0889, 202 USC Building.

Kindly provide five business days for the committee's review and decision.

### **Advancement Investment Fee (AIF) Appeal**

Date:

Donor:

Anticipated/Actual Amount:

Date Gift Anticipated/Received:

Recipient College/Unit/Program/Fund:

Your Name (who is submitting this appeal?):

Your phone and e-mail address:

Signature of College Dean or Unit Lead:

Narrative – limit 500 words:

*Provide a detailed description of why this gift should be considered for exemption from the Advancement Investment Fee. Attach any additional relevant documentation (pro-forma financial plan, proposal, pledge document, agreement, etc.).*



This appeal process is not required for exemptions detailed in CSU Gift Policy GPS-17, as follows:

- a. Corporations and foundations that have a pre-existing published policy or guideline prohibiting such a fee.
- b. The “premium” portion of a gift or pledge payment (e.g., the cost of dinner at a ticketed fundraising event). The “premium” portion is the total fair market value of any goods and services provided to the donor in exchange for their donation.
- c. Gifts and pledge payments that are associated with the establishment or continuance of a deferred gift, such as a charitable gift annuity, life insurance policy, etc. This includes gifts and pledge payments to be utilized as premium payments on life insurance policies owned by the CSU Foundation.
- d. Non-cash gifts (aka gifts-in-kind) that are to be retained and become inventoried assets of the University.
- e. Payments on pledges for which both the signed pledge document and initial payment were received before July 1, 2016. Please note: Ongoing payments, such as payroll deductions or automated credit card billing, are not considered exempt pledges.
- f. To ensure equitable treatment of all gifts, the Vice President for University Advancement may grant an exception at his/her discretion.
- g. Any facility plan that included a finalized pro-forma financial plan (with a breakdown of costs and repayment structure with gift revenue) that was approved prior to July 1, 2016, will be exempted.

**STATE YOUR PURPOSE**

• THE CAMPAIGN FOR COLORADO STATE UNIVERSITY •

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## Attachment ZZ: Document Revision History

Revision	Change
05/05/2006	Original release
10-10-2006	<ol style="list-style-type: none"> <li>1. Added this document (<u>Attachment ZZ: Document Revision History</u>)</li> <li>2. Added reference to Foundation data retention policy in GPS 3</li> <li>3. Added <u>Attachment U: Verbal Gift Form</u> (and reference to it in GPS 3)</li> <li>4. Added <u>Attachment V: Gift Fund Conversion Codes</u> (and reference to it in GPS 8)</li> <li>5. Added Board of Governors Naming Policies and Guidelines to <i>Attachment F</i> and reference to it in GPS-3</li> <li>6. Added reference to OSP training in GPS 9</li> <li>7. Made editing changes: <ul style="list-style-type: none"> <li>• Replaced “University and Development and Advancement” with “Advancement and Strategic Initiatives and “UDA” with “ASI” to reflect unit name change</li> <li>• Added signature line and changed SSN reference to CSUID in <u>Attachment K: Payroll Deduction Form</u>.</li> <li>• Corrected minor spacing and spelling changes</li> </ul> </li> </ol>
02-14-2008	<ol style="list-style-type: none"> <li>1. Added new IRS regulations for vehicle donations including filing of IRS Form 1098-C in GPS 3</li> <li>2. Revised GPS 4 <ul style="list-style-type: none"> <li>• added detail for life insurance gifts and administration provided by CSUF</li> <li>• included age and updated Attachment J to reflect this change</li> <li>• added recording payment processes for revocable commitments</li> </ul> </li> <li>3. Revised GPS 5 <ul style="list-style-type: none"> <li>• added pledge recording language for DAFs</li> <li>• modified language concerning emails as documentation</li> <li>• added override to standard 5-year pledge length and updated Attachment I to reflect this</li> </ul> </li> <li>4. Revised GPS 6 to reflect new IRS de minimus value for 2008 along with revised examples</li> <li>5. Added Attachment W: Life Insurance Gift – Letter to Donor (and reference to it in GPS 4)</li> <li>6. Updated Attachment F “Guidelines for Naming Endowed Funds” policy statement to reflect current language</li> <li>7. Added Attachment X: Life Insurance - Annual letter to Donor (and reference to it in GPS 4)</li> </ol>

8. Revised the Table of Contents to include new attachments
9. With this revision, agreed that changes to spelling, titles or mandated changes, such as IRS de minimus rates, do not need to be approved by the committee

03/01/2010

1. Updated Authority and Responsibility
  - Added University Gift Acceptance Committee
  - Updated description of Office of General Counsel to include CSU-Global Campus
  - Changed Gift Acceptance Committee member “Vice President for Administrative Services” to “Vice President of University Operations”
  - Changed Gift Funds Processing Committee description to “meets as-needed”
2. Revised GPS 4
  - Added procedure for revocable commitment exemption for donors under 65 including present value calculations
  - Updated Attachment J to include Exemption Request section
  - Added gift type for CGAs
3. Revised GPS 6 to reflect new IRS de minimus value for 2010 along with revised examples
4. Made editing changes:
  - Replaced “Advancement and Strategic Initiatives” with “University Advancement” and “ASI” with “UA” to reflect unit name change
  - Replaced “Office of Planned Giving” with “Office of Gift Planning” to reflect department name change
  - Corrected minor spacing and spelling changes

04/02/2012

1. Updated Authority and Responsibility
  - Added establishing and managing of 53 accounts to OSP
2. Revised GPS 1
  - Updated 1.2.2 *Post-receipt of transaction* – added all parties are notified of gift/non-gift decision.
3. Revised GPS 2
  - Updated 2.1.3 *Review Solicitations Materials*
    1. Added the form is now an online submission.
    2. Included the role of Development Communications in the process.
4. Revised GPS 3
  - Updated 3.1.2 *Required Information*
    1. Added new electronic receipts.

2. Included availability of CSU Donor Connect and the link.
3. Added employees can change payroll deduction online and the link.
4. Clarification of receipting for anonymous gifts.
- Updated 3.2.1.8 *Memorial Gifts*
  1. Added consider using memorial holding fund if amount being raised is unknown.
  2. Identify memorial trees and benches are available through a facilities gift fund.
5. Revised GPS 5
  - Updated 5.3 **Payroll Deduction**
    1. Included the ability to go online to add, change or delete deductions and view giving history.
    2. Removed reference to the paper Payroll Deduction Form and deleted Attachment K.
  - Added section 5.6 Past Due Pledge Policy (pages 44 – 47)
6. Revised GPS 6
  - Updated 6.1 **“DeMinimus” Items** – corrected values and examples to the new 2012 limitations.
7. Revised GPS 11
  - Updated 11.5 Refunding Gifts - to include the VP UA to approve refunds.
8. Revised GPS 14
  - Updated CSU Donee Organizations, added CSU as the organization now receiving GIK’s, UOP’s, and GOS’s.
9. Made editing changes:
  - Updated and tested links.
  - Changed the version dates.
  - Minor spelling or grammar changes.
  - Director of Annual Giving changed to Director of Donor Relations.
  - Changed DAIS to Donor Relations where applicable.
  - Changed Assistant VP to Senior Associate Vice President University Advancement.
  - Globally changed GIK’s, UPO’s and GOS’s from CSUF to CSU.
10. Attachment deletions and changes
  - Revised Attachment C – Who to Contact.
  - Revised Attachment F – Added Presidential Chair and modified wording on other chairs.
  - Revised Attachment I – added card security code.
  - Revised Attachment J – added exemption approval signature and date.

- Removed Attachment K – paper payroll deduction form no longer used.
- Removed Attachment N – fund agreement worksheet form no longer used.
- Revised Attachment O – removed old paper form and added the online form.
- Revised Attachment S – removed old form and added new form specifically for Polo, Equine and AG Sciences, created by a committee from CVMBS, CAS, Equine and Polo Program.
- Revised Attachment T – clarified what is necessary when accepting vehicles
- Added Attachment Y - added new form specifically for VTH, created by a committee from CVMBS, CAS, Equine and Polo Program.

01/04/2013

1. Rewrote GPS-4. Key highlights include
  - lowering the age restriction to 50 for recording revocable commitments
  - recording and reporting irrevocable commitments at face value. Net present value is still retained for Foundation reporting
  - updating supporting forms for booking revocable commitments
2. Modified Attachment J to support the changes in GPS-4
3. Modified GPS-3 to add more detail to the valuation and timing for recording gifts of service and use of property
4. Updated contact names in Attachment C
5. Revised GPS 6 to update 6.1 “DeMinimus” Items – corrected values and examples to the new 2013 limitations.

10/01/2014

1. Updated Constituent Data Production to Constituent & Gift Information
2. Updated section GPS-2, 2.1 to reflect new name and responsibility changes for CST
3. Corrected typos on pages 29, 47, and 56
4. Updated Attachment C (for CST only)
5. Updated Attachment O
6. Updated Attachment R and GPS-1 to reflect the new policy FPI 2-16 - Determination of Proper Classification of Revenues as Gifts or Sponsored Agreements
7. Updated GPS 6 to reflect 2014 “DeMinimus” values and examples.

8. Update Attachment F to reflect changes to the Guidelines for Naming Endowed Funds

07/01/2016

1. Renamed document "CSU Gift Policy Manual"
2. Updated reference to DAIS to CGI in appropriate places throughout the document
3. pg 9 - updated CSUF item #6 regarding gift doc retention due to implementation of OnBase
4. pg 13, 1.2.2 - updated procedures plus reference to policy
5. pg 14, 2.1.2 - updated title reference
6. pg 14, 2.1.3 - updated
7. pg 16/17, 3.1.1 - updated item #2 as well as reference to FPI H-4
8. pg 19, 3.2.1.4 - added "Discover"
9. pg 24, 3.2.2.3 - changed title reference from VP for Administrative Services to VP for Operations
10. pg 30 - updated name reference for Frontier Society to Frontier Legacy Society
11. pg 31, 4.1 - replaced "Letter of Intent" reference with "Statement of Intent"
12. pg 43 - update last sentence in first paragraph
13. pg 44, 5.1.1 - updated
14. pg 46, 5.3.4 - updated
15. pg 48, 5.6.2 - updated
16. pg 51, 6.1 - updated 2015 values
17. pg 57, 8.3 - reviewed and updated
18. pg 64, 11.1 – updated items #1 and #2
19. Attachment C removed
20. Attachment D removed
21. Updated Attachments F, G, O, and R
22. Updated Attachment X signature block

09/15/2016

1. Added AIF Appeal Process Form, Attachment Z

11/17/2016

1. Attachment F-3 - Updated Terms for Funding

12/16/2016

1. Attachment F-3 - Revised Term for Funding University Term Professorship



