

<b>SUBJECT:</b> Solicitation of Charitable Gifts	<b>Effective Date:</b> 1-18-06	<b>Policy Number:</b> 2-202	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 2
	<b>Responsible Authority:</b> Associate Vice President for Development		

**APPLICABILITY/ACCOUNTABILITY:**

UCF requires all employees and volunteers, including donors and boosters, to adhere to ethical practices when soliciting constituents for the benefit of the university.

**BACKGROUND INFORMATION:**

The UCF Foundation, the fund-raising organization for the university, is managed by the Vice President for Alumni Relations and Development, who also serves as the chief executive officer of the foundation. The vice president supervises and manages all university fund-raising activities, including fund-raising programs, staff, and cultivation, solicitation, and stewardship of donors. Development employees who regularly solicit gifts on behalf of the university report to the Vice President for Alumni Relations and Development.

**POLICY STATEMENT:**

The fund-raising program encompasses all gift solicitations on behalf of the university. The fund-raising program generally supports and encourages both unrestricted gifts to the university and designated gifts to academic and other university programs.

No solicitation can be made by any other individual for charitable contributions to the university without prior authorization from the Vice President for Alumni Relations and Development or designee for solicitations in excess of \$5,000 or which involve a cost to the university.

The staff members of the Office of University Development are held to the highest standards of ethical conduct in fund-raising, are trained and educated in ethical fundraising standards and principles, and are provided with resources to remain familiar with professional standards.

RELATED DOCUMENTS:

Council for Advancement and Support of Education (CASE) Code of Ethics. See [www.case.org](http://www.case.org).

Donor Bill of Rights. See [www.case.org](http://www.case.org).

UCF Foundation policy on university gift acceptance general policy:  
<http://foundation.ucf.edu/solicitationpolicy>

UCF Foundation policy on university donor recognition policy summary:  
<http://foundation.ucf.edu/donorpolicy>

CONTACTS:

University of Central Florida Foundation, 12424 Research Parkway, Suite 250, Orlando, FL 32826  
Phone (407) 882-1220

INITIATING AUTHORITY: Vice President for Alumni Relations and Development

POLICY APPROVAL (For use by the Office of the President)	
Policy Number 2-202	
Initiating Authority: <u>[Signature]</u>	Date: <u>July 28, 2006</u>
Policies and Procedures Review Committee Chair: <u>[Signature]</u>	Date: <u>July 18, 2006</u>
President or Designee: <u>[Signature]</u>	Date: <u>8/7/06</u>