

SUBJECT: Donor Recognition	Effective Date: 1-18-06	Policy Number: 2-206	
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	Responsible Authority: Associate Vice President for Development		

APPLICABILITY/ACCOUNTABILITY:

The UCF Foundation’s policy relating to donor recognition extends to all university employees and donors. The Associate Vice President for Development and the Vice President for Alumni Relations and Development, who is also the Foundation CEO, are responsible for the development and adherence to this policy and the [Donor Recognition Policies](#).

BACKGROUND INFORMATION:

The University of Central Florida Foundation, Incorporated, is a tax-exempt charitable organization under Section 501(c)(3) of the Internal Revenue Code and a direct support organization of the University of Central Florida. The foundation raises funds to provide the university with the resources to supplement its programs.

The backbone of long-term relationships is the consistent and timely stewardship that provides recognition to donors for gifts to the university. The UCF Foundation will acknowledge the commitment and generosity of any donor who supports the university with a gift made to the foundation.

POLICY STATEMENT:

The foundation is responsible for the applicable donor recognition for gifts to the foundation to benefit the university. It is the foundation’s policy to recognize donors in a timely and consistent manner. See the foundation’s [Donor Recognition Policies](#) for additional details.

DEFINITIONS:

Donor. Person or entity that makes a contribution to the foundation to benefit UCF.

RELATED DOCUMENTS:

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

UCF Foundation policy on gift naming and donor eligibility: <http://foundation.ucf.edu/donorpolicy>

CONTACTS:

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INITIATING AUTHORITY: Vice President for Alumni Relations and Development

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

Policy Number: 2-206

Initiating Authority: *Robert J. Hill* Date: *July 28, 2006*

Policies and Procedures
Review Committee Chair: *Beth Barnes* Date: *July 18, 2006*

President or Designee: *John C. Hill* Date: *8/7/06*