DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: 01/18/2006

APPLICABILITY/ACCOUNTABILITY

The University of Central Florida Foundation’s policy relating to donor solicitation of charitable gifts and recognition extends to any person, whether or not employed by the university, soliciting charitable donations on behalf of or for the benefit of the University of Central Florida or any direct support organization of the University of Central Florida.

BACKGROUND INFORMATION

The University of Central Florida Foundation, Incorporated (“Foundation”), is a tax-exempt charitable organization under Section 501(c)(3) of the Internal Revenue Code and a DSO (direct support organization) of the University of Central Florida. (“University”). The Foundation is also referred to as Advancement, which is a department within the University. The Foundation raises funds to provide the university with support resources for faculty, student scholarships, and to provide the university with support to supplement its programs.

The Foundation is managed by the Vice President of Alumni Relations and Development for Advancement, who also serves as the CEO of the Foundation. The Vice President for Advancement supervises and manages all university fund-raising and alumni engagement activities, including fund-raising programs, development alumni engagement programs, Advancement employees, and cultivation,
solicitation, and stewardship of donors.

**POLICY STATEMENT**

Fund-raising encompasses all gift solicitations on behalf of the university and its direct support organizations and generally supports and encourages both unrestricted gifts to the university and designated gifts to academic and other university programs.

All gifts designated to benefit the university or its direct support organizations will be directed to the University of Central Florida Foundation. Development and the Foundation will be the entity responsible for issuing charitable receipts. Advancement employees who regularly solicit gifts on behalf of the university or its direct support organizations report to the Vice President for Alumni Relations and Development. No Advancement.

Gifts or philanthropic grants will be directed to the Foundation unless the gift or grant involves sponsored research, an institutional review board (IRB) for the protection of human subjects, Institutional Animal Care and Use Committee (IACUC) for the protection of animal subjects, use or rights to use or own intellectual property or faculty fellowships and graduate assistantships. When a gift or philanthropic grant relates to research, the Foundation, UCF Office of Research, and the UCF Research Foundation will collaborate to determine the best placement of the gift or grant in accordance with UCF Policy 4-210 Distinguishing Gifts from Sponsored Awards and UCF Policy 4-214 Proposal and Acceptance of Sponsored Awards for Research and Development.

Notwithstanding those solicitations covered by UCF Policy 4-210, 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, Advancement, or designee, for solicitations in excess of $5,000 or which involve a cost to the university. Advancement employees are held to the highest standards of ethical conduct in fund-raising and other advancement work, are trained and educated in ethical fund-raising standards and principles, and are provided with resources to remain familiar with professional standards, including the Council for Advancement and Support of Education (CASE) Code of Ethics, the CASE Donor Bill of Rights, and the CASE Principles of Practice for Fundraising Professionals at Educational Institution.

The Foundation is solely responsible for maintaining the University's only authorized alumni and donor constituent data base, thereby protecting records as confidential and exempt under Florida statute.

In addition to the solicitation of gifts, the Foundation is responsible for the applicable donor recognition for gifts. It is the Foundation's policy to recognize donors in a timely and
consistent manner to maintain the long-term relationships and comply with Internal Revenue Service rules and regulations.

DEFINITIONS

CDO. The Associate Vice President for Development and the Chief Development Officer of the University of Central Florida Foundation.

CEO. The Vice President for Alumni Relations and Development and the Chief Executive Officer of the University of Central Florida Foundation.

DSO. This type of entity is a direct support organization of the University of Central Florida, which is organized for the benefit of the university as described in Florida Statutes Section 1004.28.


Gift. An irrevocable transfer of money or personal property (e.g., cash, securities, books, equipment) or real property by a donor, for the charitable purpose designated by the donor. A gift is voluntarily transferred by a donor to the Foundation without compensation. There must be donative intent by the donor; therefore, the donor must release control over the gift. In addition, to have donative intent, there should not be any substantial return benefit and must release control over the gift transferred to the donor in return for the gift. Such gifts may include cash, securities, property, bequests, and gifts-in-kind. If accepted by the foundation, these gifts are eligible for a charitable contribution to the extent allowed by law. The donor does not receive a substantial return benefit and must release control over the gift transferred to the donor in return for the gift. If accepted by the foundation, these gifts are eligible for a charitable contribution to the extent allowed by law.

In addition to the solicitation of gifts, the Foundation is solely responsible for maintaining the University’s only authorized alumni and donor constituent data base, thereby protecting records as confidential and exempt under Florida statute.

In addition to the solicitation of gifts, the Foundation is responsible for the applicable donor recognition for gifts. It is the Foundation’s policy to recognize donors in a timely and consistent manner to maintain the long-term relationships and comply with Internal Revenue Service rules and regulations.

RELATED DOCUMENTS

CASE Code of Ethics.

Donor Bill of Rights.
CASE Principles of Practice for Fundraising Professionals at Educational Institutions:
http://www.case.org/Samples_Research_and_Tools/Principles_of_Practice.html

UCF Foundation gift acceptance general policy
http://ucffoundation.org/document-library-(click Policy IQ link)

UCF Foundation policy on donations related to grant proposals with deliverables or conditions
http://ucffoundation.org/document-library-(click Policy IQ link)

UCF Foundation donor recognition policy summary
http://ucffoundation.org/document-library-(click Policy IQ link)

UCF Foundation Gift Acceptance Policy (policy update pending)
https://www.ucffoundation.org/policies

UCF Foundation Donor Recognition Policy 2-206.1 (policy update pending)
https://www.ucffoundation.org/policies

UCF Policy 4-210 Distinguishing Gifts from Sponsored Awards

UCF Policy 4-214 Proposal and Acceptance of Sponsored Awards for Research and Development

CONTACTS

University of Central Florida Foundation, 12424 Research Parkway, Suite 140250, Orlando, FL 32826, phone (407) 882-1220

INITIATING AUTHORITY

Vice President for Alumni Relations and Development Advancement

History: 2-202 1/18/2006; 2-202.1 1/20/2012