



Subject/Title: Gift Agreements
Policy Number: 2.05
Date First Adopted: March 14, 2014
Date Revised: February 5, 2021

A. PURPOSE

This policy provides guidelines for proper documentation of restrictions on the use of gifts.

This policy applies to all endowment gifts and non-endowed gifts with donor restrictions on the use of funds.

B. POLICY

The terms of all endowment gifts, including any restrictions on the use of the gifts, will be documented in a written gift agreement (or other written form) outlining the program to be supported and the schedule of contributions. Non-endowed gifts may be documented in pledge forms, gift agreements, or electronic documentation, or any form of written acknowledgement.

Gift agreements will be prepared by the CEO or designee.

All donors are presumed to have given permission for the Foundation to apply for any matching funds from federal, state, or private sources that might be available as a result of their gift(s) but may express a contrary intent.

POLICY APPROVAL

Policy: 2.05 – Gift Agreements (Revision)

Approval Date: February 5, 2021

E. Blake Paul
E. Blake Paul (Feb 8, 2021 11:00 EST)

Feb 8, 2021

Policy & Governance Committee Chair

Date

Alice Hunt
Alice Hunt (Feb 8, 2021 14:17 EST)

Feb 8, 2021

Foundation Board Chair

Date