


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number:	Supersedes Policy Number:
4:002	II:01:02
Date:	Dated:
August 1, 1986	December 12, 1983
Subject:	
Solicitation and Acceptance of Funds or Gifts	
Initiating Authority:	SBR Policy/Guideline Reference:
Vice President for Development	4:01:04:00 4:01:07:02
Approved:	
 President	

The purpose of this policy is to establish responsibilities and procedures regarding the solicitation and acceptance of gifts for the University, the APSU Foundation, the Governors Club, Alumni Association, Friends of Music, and other entities that solicit gifts on behalf of the University. The solicitation and acceptance of gifts is the function of the Office of the Vice President for Development. Individual members of the faculty and staff of the University who wish to solicit gifts are encouraged to do so but must coordinate their plans with the Office of the Vice President for Development prior to making contact with prospective donors.

The University recognizes the vital importance of donations to the institutional development. Gifts of real and personal property often allow us to accomplish objectives that would otherwise be impossible due to the absence or shortage of resources. These gifts can mean the difference between an average program and a quality one.

The following provisions will govern all solicitations and acceptance of gifts on behalf of the University.

#### Solicitation of Gifts

The Vice President for Development is designated by the President as the campus official authorized to approve and conduct activities for the purpose of soliciting gifts to the University. Faculty and staff are encouraged to solicit on behalf of the University; however, to avoid duplication and ensure a broad range of support, all efforts should be coordinated through the Office of the Vice President for

Development prior to making contact with the prospective donor(s). All mail solicitations must be coordinated with the Office of the Vice President for Development (prior to mailing to avoid multiple solicitations being sent to an individual during the same time period. Page 6 of this policy identifies the time frame for fund raising efforts by the major fund raising groups on campus.

All major fund raising activities, such as luncheons, dinners, etc., should be identified on the President's coordination calendar at the earliest possible date.

Solicitation of gifts which may require a commitment of University resources must be approved by the President.

#### Acceptance of Gifts

The following provisions will govern the acceptance of gifts by the University:

1. Only the State Board of Regents (SBR) may accept a gift if SBR acceptance is a condition set by the donor.
2. Only the Chancellor of the SBR and the SBR may accept gifts of real property or any permanent interest in real property, and the title must be conveyed to the SBR on behalf of the University.
3. Gifts of data processing equipment, software, and services (as defined by SBR guidelines) must be approved by the Chancellor of the SBR.
4. Gifts with conditions that require a one-time or long-term commitment of University resources valued in excess of \$75,000 must be approved by the Chancellor of the SBR prior to acceptance.
5. Gifts with conditions that ultimately will require consideration by the SBR or the Chancellor must be approved by the Chancellor prior to acceptance (e.g., gifts that support the initiation of a new academic program or capital improvement project).
6. Gifts of property subject to an indebtedness must be approved by the Chancellor prior to acceptance.
7. When the propriety of the acceptance of a gift is in question or when there are substantial doubts about the value or benefit(s) of a gift to the University, the President may forward his recommendation(s) to the Chancellor for approval/disapproval.
8. Only the President may accept gifts other than money.

9. Monetary gifts will be accepted as follows:
- a. Acceptance of monetary gifts to the Governors Club and the Athletic Scholarship fund is delegated to the Athletic Director.
  - b. Acceptance of monetary gifts to the Alumni Association is delegated to the Director of Alumni.
  - c. Acceptance of other monetary gifts to the University is delegated to the Vice President for Development.
  - d. Corporate stock given to the University may be sold by the University through or in consultation with a registered security broker within sixty (60) days of receipt of the stock certificate and the sale may be executed by the Vice President for Development. If the stock is held longer than sixty (60) days after receipt of the stock certificate, its sale is subject to approval by the Chancellor or a designated representative or committee.
  - e. The acceptance of all gifts is subject to confirmation by the President.
10. The Vice President for Development will notify the Inventory Control Clerk of all gifts of equipment.
11. The Athletic Director ensures the appropriate acknowledgment of all gifts to the Governors Club and Athletic Scholarships and will ensure compliance with conditions set by the donors.

The Director of Alumni acknowledges and ensures compliance for gifts to the Alumni Association.

The Vice President for Development is responsible for acknowledgment and compliance for all other gifts to the University. This responsibility may be delegated by the Vice President to the receiving College or Department.

#### Records and Reporting

Adequate reports of all gifts shall be maintained as indicated.

1. The Office of the Vice President for Development will maintain a master file for all contributions received by the University. Contributions to the various areas; i.e., Governors Club, Alumni Association, etc., will be noted. To accomplish this the following procedures have been implemented:

- a. All contributions received by the Business Office will be receipted and deposited. A copy of the check, receipt, and any correspondence received with the contribution will be forwarded to the Vice President for Development.
  - b. The Alumni Office will provide the Vice President's Office with a list of all contributions received for the Alumni Association, Emerald Hill Society, and APSU Foundation on a monthly basis.
  - c. The Athletic Office will provide the Vice President's Office with a list of all contributions received for the Governors Club, athletic endowment, scholarships, etc., on a monthly basis.
2. The Vice President for Development is responsible for preparing a report to the State Board of Regents of all gifts to the University. The report will be submitted annually as prescribed by the Chancellor.
  3. A summary of all gifts to the University during a fiscal year shall be included in the University's annual report to the SBR, as required by SBR policy (No. 1:02:10:00, Annual Reports).

#### Foundations

For purposes of distinguishing University gifts and related procedures from those of the APSU Foundation, established pursuant to SBR policy (No. 4:01:07:02, Foundations):

1. The University may not accept gifts specifically intended for the APSU Foundation, and only gifts specifically intended for the Foundation may be accepted by the Foundation.
2. In general, University resources may not be used to meet conditions of gifts to the Foundation; however, exceptions may be approved by the President or the Chancellor in accordance with the provisions of this policy on acceptance of gifts.
3. The University must maintain records of gifts to the University separate from those of gifts to the Foundation.
4. The University shall report gifts to the Foundation in its annual report, as provided in this policy under Records and Reporting, item 3.

The Vice President for Development will serve as the principal liaison between the APSU Foundation and the University, providing secretarial and administrative support.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Alumni												
Allied Health												
Mont. Co. Mbr.		*										
Homecoming												
Antique Show												
Alumni Function												
Emerald Hill and												
Alumni Mailing												
Memberloan												
Cheatham												
Robertson												
Christian												
Stewart												
Todd												
Rutherford												
Wilson												
Davidson												
Houston												
Dickson												
Athletics												
Scholarship/												
Endowment												
Gov. Club												
Foundation												
Friends of												
Music												
Friends of												
the Arts												
Tower												
Physics												

\* Includes Foundation

\*\* Excludes Foundation