Handbook

The University of Alabama

Policies, Procedures, and Guidelines
for the
Acquisition and Stewardship
of
Private Gifts

Office of University Advancement

Revision as of October 31, 2013
FOREWORD

This handbook has been prepared for employees of The University of Alabama (University) involved with soliciting, receiving, acknowledging, and managing private gifts given to the University through the Office of University Advancement. It complements private giving programs managed by the Office for Sponsored Programs and supporting foundations of the University. It does not include funds received under contractual arrangements or governmental grants for sponsored programs.

Although this handbook intends to reflect current policies and rules of The Board of Trustees of The University of Alabama (Board) referred to or incorporated herein, users are cautioned that changes or additions to such policies and rules may have become effective since the publication of this material. In the event of such a conflict, the current statements of Board policy as contained in the official minutes and manual of rules, bylaws, and guidelines shall prevail.

Questions concerning this handbook should be directed to the Director of Advancement Services, extension 348-5370. This handbook will be reviewed annually and updated by the Office of University Advancement when required.
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Chapter One

General Policies and Responsibilities

A. Policies of The Board of Trustees of The University of Alabama

University employees involved with the acquisition and stewardship of private gifts to The University of Alabama (University) shall adhere to the current policies of The Board of Trustees of The University of Alabama (Board) as specified in the Board Manual. The following Board Rules of this manual are of particular significance:

1. Rule 104. Honorary Degrees and Recognition: This rule includes specific criteria for naming buildings and programs for financial contributions of donors.

2. Rule 402. Financial Accounting and Reporting

3. Rule 404. Investment Management Policy

4. Rule 411. Minimum Standards, Acceptance, and Reporting of Gifts and Use of Gift Revenue

5. Rule 415. Attachment D. Justification for and Approval of Real Property Acquisitions and Dispositions

B. Responsibilities of the President of The University of Alabama

The President is responsible for the following tasks in the acquisition and stewardship of private support for the University:

1. Approving Memoranda of Agreement between donors and the University when appropriate.

2. Approving and forwarding recommended resolutions for The Board of Trustees of The University of Alabama (Board) to the Chancellor for submission to the Board.

3. Submitting appropriate proposals and reports to the Chancellor for all fund-raising campaigns, gift receipts, and funding sources in accordance with the guidelines established by Board Rule 411.

4. Participating in the cultivation and solicitation of individuals, corporations, and foundations for private gifts to the University when appropriate.

5. Personally acknowledging selected private gifts to the University through written correspondence or other forms of communication. Generally, gifts valued at $5,000 and above are acknowledged by a letter from the President.

6. Reviewing and sending annual stewardship reports to donors (or their representatives) of endowed funds and selected major nonendowed funds.
7. If legally permissible, authorizing the expenditure of privately donated funds (and their earnings) for new or different purposes when University programs are changed/eliminated or donor restrictions for the gifts are no longer feasible.

C. Responsibilities of the Provost/Vice President for Academic Affairs

The Provost/Vice President for Academic Affairs is responsible for the following tasks in the acquisition and stewardship of private support for the University:

1. Ensuring that plans and activities to build external support for the University are based on academic needs and priorities approved by the President.

2. Reviewing plans and guidelines for managing funds given by private donors to support academic programs and ensuring academic units expend restricted funds according to donor requests.

3. Ensuring that specific criteria and procedures are established in accordance with donor stipulations, academic policies, and legal requirements for the recruitment, selection, and appointment of faculty, staff, and students who receive financial support from private gifts to the University (for chairs, professorships, scholarships, etc.).

4. Coordinating the creation of quasi-endowed funds from nonendowed funds when requested by schools and colleges of the University as stipulated in Chapter Four of this document (see Paragraph 1 of “B. Quasi-endowed Funds”).

5. Working closely with the President, Vice Presidents, and deans in establishing appropriate funding priorities for the University’s highest needs.

6. Coordinating the awarding of all student assistance funds received through private gifts.

7. Evaluating all scholarship selections to determine their effect on each student’s total financial aid package.

8. Monitoring status of students receiving financial aid to ensure unused moneys are returned to scholarship accounts when those students
   - fail to enroll;
   - withdraw during the school year; or
   - change status regarding any criteria that affects their being awarded financial aid

9. Coordinating the awarding of athletic scholarships in accordance with National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) rules and regulations and certifying to the SEC Office the type of financial assistance each athlete is receiving before the start of the sport’s participation season.
D. Responsibilities of the Vice President for University Advancement

The Vice President for University Advancement is responsible for the following tasks in the acquisition and stewardship of private support for the University:

1. Providing leadership and management for the University’s advancement programs, which include the Offices of University Advancement, Alumni Affairs, University Relations, and Advancement Services.

2. Coordinating the private fund-raising activities of the University, which include annual giving, major and planned giving, foundation and corporate giving, and capital fund-raising campaigns.

3. Working closely with the President, Provost and other Vice Presidents, and deans of the colleges and schools to establish appropriate fund-raising priorities for the highest needs of the University.

4. Approving all fund-raising programs and capital campaigns of the University.

5. Establishing all accounts with the Capstone Foundation within the guidelines established by the Vice President for Financial Affairs and the Capstone Foundation.

6. Coordinating the approving of all Memoranda of Agreement between donors and the University and approve recommended resolutions of the Board before they are submitted to the President for approval and submission to the Chancellor.

7. Establishing and assisting in the maintenance of University fund-raising support groups in both academic and nonacademic areas.

8. Assisting in the selection and recruitment of volunteers who are to be involved in fund-raising efforts of the University.

9. Compiling and maintaining accurate and timely gift records, produce official reports, and send appropriate receipts and acknowledgment for all private philanthropic gifts in conjunction with the Office of Financial Affairs.

10. Providing annual stewardship reports for the President to send to donors or their representatives for endowed funds and certain restricted funds, which are established through private gifts to the University.

11. Providing access to database computer systems and programming personnel to support all private gift recording/administration needs for the University.

E. Responsibilities of the Vice President for Financial Affairs

The Vice President for Financial Affairs is responsible for the following tasks in the acquisition and stewardship of private support for the University:

1. Providing financial accounting and reporting services for all funds received by the University from private sources, in accordance with the practices, principles,
and guidelines established by The Board of Trustees of The University of Alabama (Board), the National Association of College and University Business Officers (NACUBO), the American Institute of Certified Public Accountants (AICPA), and the Government Accounting Standards Board (GASB).

2. Assigning account numbers when gifts are received and ensure that funds are recorded, deposited, and transferred to appropriate accounts, investment pools, etc., as required.

3. Approving Memoranda of Agreement between donors and the University and approve recommended resolutions of the Board before they are sent to the President for approval and submission to the Chancellor.

4. Assisting fund managers in ensuring that funds established by private gifts are spent according to the guidelines and criteria established by the donors and/or specified in Memoranda of Agreement and Board resolutions.

5. Evaluating real property gifts to limit the University’s assumption of environmental and/or other liabilities associated with real properties.

6. Preparing and maintaining a list of facilities improvements, including landscaping and geographic area development, which support normal campus activities and could be funded by private gifts. Such improvements would not be named for individuals, but appropriate signs or plaques listing the donor(s) could be placed at the site (normally at donor expense and subject to applicable Board Rules and University policy).

F. Responsibilities of the Vice President for Research

The Vice President for Research is responsible for the following tasks in the acquisition and stewardship of private support for the University:

1. Ensuring that the Office for Sponsored Programs, in communication with the Office of University Advancement, provides services to help faculty, administrative staff, and students secure private support in the form of grants from various corporations and/or foundations for specific instructional, research, and service programs; and provides administrative services for grants that have terms and conditions attached (e.g., specific objectives, work plan, timetable, formal financial accounting, and reporting obligations).

2. When requested by the Provost concerning private gifts that significantly impact University research programs, approving Memoranda of Agreement between donors and the University and approving recommended Resolutions for adoption by the Board before they are sent to the President for approval.
Chapter Two

Ethics

A. Statement of Ethics

University Advancement employees represent The University of Alabama (University) to the larger society and have a special duty to exemplify the best qualities of the University and to observe the highest standards of personal and professional conduct. They should be aware of and adhere to the following precepts adapted from the Council for Advancement and Support of Education (CASE) Board of Trustees Statement of Ethics adopted on July 11, 1982:

1. In words and actions, promote the merits of the University and of education generally—without disparaging other colleges and schools.

2. Respect all individuals without regard to race, color, religion, gender, creed, ethnic or national identity, handicap, or age.

3. Uphold the professional reputation of other advancement officers and give credit for ideas, words, or images originated by others.

4. Safeguard privacy rights and confidential information.

5. Do not grant or accept favors for personal gain nor solicit or accept favors for the University where a higher public interest would be violated.

6. Avoid actual or apparent conflicts of interest, and, if in doubt, seek guidance from appropriate authorities.

7. Follow the letter and spirit of laws and regulations affecting institutional development.

8. Observe and encourage colleagues to support the highest standards of conduct.

9. Never request or accept commission-based compensation for the delivery of a gift to the University. Payments of finders' fees, commissions, or other fees by the University to employees or independent fund-raisers as a condition for the delivery of gifts are never appropriate. Such payments lead to abusive practices and may violate certain state and federal regulations.
B. Donor Bill of Rights

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public and that donors and prospective donors can have full confidence in The University of Alabama and its programs, University Advancement employees adhere to the following rights of all University donors (adapted from the 2003 statement developed by the American Association of Fund-Raising Counsel, Association for Healthcare Philanthropy, Council for Advancement and Support of Education, and Association of Fundraising Professionals):

1. To be informed of the University’s mission, the way it intends to use donated resources, and its capacity to use donations effectively for their intended purposes.

2. To be informed of the identity of those serving on The Board of Trustees of The University of Alabama (Board) and to expect the Board to exercise prudent judgment in its stewardship responsibilities.

3. To have access to the University’s most recent financial statements.

4. To be assured their gifts will be used for the purposes for which they were given.

5. To receive appropriate acknowledgment and recognition.

6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.

7. To expect that all relationships with individuals representing the University to the donor will be professional in nature.

8. To be informed whether those seeking donations to the University are volunteers, University employees, or hired solicitors.

9. To have the opportunity for their names to be deleted from mailing, telephone, and other solicitation lists that the University may intend to share.

10. To feel free to ask questions when making a donation and to receive prompt, truthful, and forthright answers.
C. Advancement Research Statement of Ethics

University employees conducting advancement research (e.g., development research analysts) shall follow all applicable federal, state, and local laws, as well as institutional policies governing the collection, use, maintenance, and dissemination of information in the pursuit of the mission of the University. Prospect researchers must balance the needs of the University with an individual’s right to privacy and adhere to the following ethical principles adapted from the 2004 principles published by the Association of Professional Researchers for Advancement (APRA):

1. Fundamental Principles

(a) Confidentiality: Confidential information about constituents (donors and nondonors), as well as confidential information of the institutions in oral form or on electronic, magnetic, or print media are protected so that the relationship of trust between the constituent and the University is upheld. This means that the information is not available for anyone except development professionals and their agents to see.

(b) Accuracy: Prospect researchers shall record all data accurately. Such information shall include attribution. Analysis and products of data analysis should be without personal prejudices or biases.

(c) Relevance: Prospect researchers shall seek and record only information that is relevant and to the University’s cultivation, solicitation and/or stewardship strategy with the prospect.

(d) Self Responsibility: Prospect researchers shall accept responsibility for their actions and shall be accountable to the profession of development, to the University, and to the constituents who place their trust in prospect researchers and the University. This is done by developing clear policies and procedures on the collection, storage, and distribution of constituent information and analysis.

(e) Honesty: Prospect researchers shall be truthful with regard to their identity and purpose of the University during the course of their work.

(f) Conflict of Interest: Advancement researchers should be careful to avoid conflicts of interest. Prospect research consultants should have explicit policies which outline how they will deal with conflicts of interest between clients. Advancement researchers who are employed full-time for an institution and also perform consulting services should be certain that the consulting services do not represent a conflict of interest with their primary employer.

2. Suggested Practices

(a) Collection:
   (1) The collection of information shall be done lawfully, respecting applicable laws and institutional policies.
(2) Information sought and recorded includes all data that can be verified and attributed, as well as constituent information that is self-reported (e.g., correspondence, surveys, questionnaires, etc.).

(3) When requesting information in person or by telephone, it is recommended in most cases that neither individual nor University identity should be concealed. Written requests for public information shall be made on University stationary clearly identifying the inquirer.

(4) Whenever possible, payments for public records shall be made through the University.

(5) Prospect researchers shall apply the same standards for electronic information that they currently use in evaluating and verifying print media. The researcher shall ascertain whether or not the information comes from a reliable source and that the information collected meets the standards set forth in the APRA Statement of Ethics.

(b) Recording and Maintenance:

(1) Researchers shall state information in an objective and factual manner, note attribution and date of collection, and clearly identify analysis.

(2) Constituent information on paper, electronic, magnetic, or other media shall be stored securely to prevent access by unauthorized persons.

(3) Special protection shall be afforded all giving records pertaining to anonymous donors.

(4) Electronic or paper documents pertaining to constituents shall be irreversibly disposed of when no longer needed (by following University standards for document disposal).

(c) Use and Distribution:

(1) Researchers shall adhere to all applicable laws, as well as to University policies, regarding the use and distribution of confidential constituent information.

(2) Constituent information collected by University researchers is the property of the University and shall not be given to persons other than those who are involved with the cultivation or solicitation effort of those who need that information in the performance of their duties for the University.

(3) Constituent information for the University shall not be taken to another institution.

(4) Research documents containing constituent information that is to be used outside research offices shall be clearly marked “confidential.”

(5) Vendors, consultants, and other external entities shall understand and agree to comply with the University’s
confidentiality policies before gaining access to University data.

(6) Only publicly available information shall be shared with colleagues from other institutions as a professional courtesy.

(7) Constituent requests to withhold information should be respected in all cases.
Chapter Three

Procedures for the Acquisition of Private Gifts

University employees and volunteers involved in the acquisition of private gifts for The University of Alabama (University) shall adhere to the following procedures:

**A. Solicitation of Major Gifts** (See Major Gift in *Glossary of Definitions and Terms*)

1. Major gift prospects shall be cultivated and solicited only after being properly reviewed and registered on the Prospect Management List (PML) maintained through the Millennium database system. The PML is designed to identify prospective donors for assignment to areas or programs of the University, assign cultivation/solicitation responsibility to prospect managers or teams, and track the results of gift proposals and cultivation/solicitation plans. If a team includes volunteers, their actions must be coordinated and supported by a development/major gift officer employed by the University. No volunteer (non-employee of the University) has the authority to solicit gifts in the name of The University of Alabama without coordination by the Vice President for University Advancement or the Associate Vice President for Development.

2. Individuals, corporations, and foundations are identified for the PML once a development officer submits a request to the the Office of Advancement Services. Advancement Services will process the request and coordinate approval of the prospect. After approval, the identified prospect will be added to the PML and assigned to a primary prospect manager and a specific division of the University. In some cases, one or more secondary managers may also be assigned to a prospect.

3. Once on the PML, a major gift prospect may not be cultivated for major gifts nor be solicited in person for any size gift without coordinating with the primary manager. However, any person or organization on the PML may be solicited by mail or through telemarketing during annual giving solicitations for gifts up to $5,000 (unless a prospect is coded in Millennium as “Do Not Solicit” or “Do Not Mail”). Annual giving requests must be sensitive to major gift solicitation efforts underway with individual prospects.

4. Advancement Services is responsible for maintaining the Prospect Management List in the Millennium database. The PML may be downloaded via the Advancement Self-Service Reporting Site by appropriately designated staff members in each division at any time upon request. At least once per calendar year, the PML for each college or division will be audited by the Vice President for University Advancement, Associate Vice President for Development, Assistant Vice President—Advancement Services and designated individuals in all university divisions. At this time, prospects may be removed from the PML, retained with the same primary manager, or reassigned to another prospect manager as needed.
5. Prospect Managers must enter a call report in a timely fashion on the prospect’s Actions/ Tasks screen in the database once any meaningful cultivation, solicitation, or proposal activity is completed. This activity may include visits, events, phone calls, emails, letters, solicitations and/or proposals. This record of official activity is used to create a useful record of donor interactions, and to prevent other development officers or coworkers from contacting a prospect who resides on another fundraiser’s PML. Every month, Advancement Services will distribute a call report summary detailing the previous month’s activity to the Vice President of Advancement and to development officers.

B. Major Gift Proposals and Memoranda of Agreement (MOAs)

1. Major gifts shall be solicited in writing via a specific project or program proposal, grant application, postal letter, pledge card, electronic mail (e-mail), formal memorandum of agreement (MOA), or other appropriate written documents. Major gifts may also be solicited initially by verbal means; provided extra care is taken to verify the amount being discussed and the donor’s requested criteria. Verbal solicitations should then be followed by a written confirmation.

2. When unsolicited gifts are received, every attempt should be made to document in writing the donor’s requested criteria or specifications for expenditures of the gift.

3. Many major gifts and all gifts that are intended to become endowed funds (excluding foundation endowments) shall be reviewed and accepted by the Board or an authorized University representative. In most cases, the gift’s purposes and restrictions/additional conditions requested by gift donors will be documented with an MOA or other written documentation signed by the donor(s) and the President of the University or his/her designated representative (normally the Vice President for Financial Affairs).

4. Memoranda of Agreement for General University gift funds shall be drafted by writers in the Office of Advancement Services who coordinate the approval process. Normally, each MOA will be reviewed by the dean/head (or designated representative) of the division who will manage fund expenditures and be approved by the Provost, Assistant Vice President—Advancement Services, Vice President for University Advancement (or his/her designee), and the Vice President for Financial Affairs (or his/her designee) before it is forwarded to the donor(s) for signature. Crimson Tide Foundation and Law School Foundation MOAs are also prepared by the Office of Advancement Services and undergo an abbreviated routing process that includes the Assistant Vice President—Advancement Services, the Director of Financial Accounting, and the Vice President for Advancement.

5. Memoranda of Agreement for the National Alumni Association are produced by the Association and copies are sent to Advancement Services after foundation approval. MOA for UA-related foundation gift funds are not required to be
presented for approval by The Board of Trustees but are subject to a review and approval process by the UA administration.

6. Generally, all Memoranda of Agreement establishing student scholarship funds from private gifts will include provisions that state how the recipients of the awards will be selected and how the Offices of Undergraduate Admissions and/or Student Financial Aid will be involved in the selection process. The standard policies, procedures, and guidelines for most scholarships are covered in Appendix A, Student Scholarships and Fellowships.

C. Endowed Funds and Resolutions of The Board of Trustees

1. All endowed gifts (excluding foundation endowments), testamentary gifts, gifts of real property, and other gift types specified in Board Rule 411 must be accepted by The Board of Trustees of The University of Alabama (Board) or its authorized personnel. Normally, these gifts are accepted by the Board through the adoption of a resolution.

2. When a donor makes a gift to endow a fund that is less than the minimum level for the type of endowment or pledges to endow a fund, a time limit for reaching the minimum level will be specified in an MOA (normally five years). When gifts other than cash or marketable securities are given, the cost of selling, processing, or disposing of the gift will be applied to the gift. Furthermore, the donor will designate in writing where these costs should be applied if the gift is to be split among accounts. The final value for an account (the net value when a noncash gift is sold) will determine whether an account is at the minimum level for an endowment.

3. Resolutions for endowed funds shall be written by and routed through the Office of Advancement Services, as with MOAs, to coordinate the approval process for the documents. Proposed Board resolutions are then approved by the Assistant Vice President—Advancement Services, the Vice Presidents for University Advancement and Financial Affairs (or their designees) and forwarded to the President. When a resolution is written without a guiding MOA, it will also be routed internally, reviewed by the dean/head (or his/her designee) of the division who will manage the fund expenditures, and sent to the donor for signature before being forwarded to the President. The President will submit resolutions to the Chancellor for presentation to The Board of Trustees of The University of Alabama (Board).

4. Resolutions recommending acceptance of gifts restricted to facilities improvements will be routed through the Office of Advancement Services to coordinate the approval process.

5. Gifts that require acceptance by the Board, including the following listed in Board Rule 411.IV.B will be routed through the Office of Advancement Services to coordinate the approval process:

a. conditioned on the naming (see Appendix D) of a program, building, property, or part thereof
b. not for a normal campus activity

c. not part of a fund-raising program previously approved by the Board

Other gifts that do not require specific Board acceptance will be coordinated through the Office of Advancement Services and directed to the Office of Financial Affairs for approval.

6. The minimum standards for named gifts to The Board of Trustees of The University of Alabama (Board) for all of its campuses, divisions, or programs are listed in Board Rule 411.III.A. The University of Alabama minimum standards for endowment funds are generally higher than Board minimums and are listed below:

<table>
<thead>
<tr>
<th>Endowment Fund</th>
<th>Minimum Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Chair</td>
<td>$5,000,000</td>
</tr>
<tr>
<td>Academic Chair</td>
<td>$1,500,000</td>
</tr>
<tr>
<td>Professorship</td>
<td>$500,000</td>
</tr>
<tr>
<td>Fellowship</td>
<td>$100,000</td>
</tr>
<tr>
<td>Scholarship</td>
<td>$25,000</td>
</tr>
<tr>
<td>Support Fund</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

D. Deferred/Planned Gifts

1. Charitable Remainder Trusts, Charitable Lead Trusts, and Pooled Income Funds: The only University entity authorized to serve as trustee for these deferred/planned giving arrangements is The Board of Trustees of The University of Alabama.

2. Charitable Gift Annuities: The only University entity authorized to issue charitable gift annuities is the Capstone Foundation.

3. University of Alabama Donor Advised Fund (DAF): The University of Alabama DAF is a 501(c)(3) charitable organization separate from the University and consisting of various individual donor advised funds established by contributions to the DAF. The following procedures apply to the DAF:

a. All contributions to establish donor advised funds in the DAF are considered to be charitable gifts to the DAF, not the University. However, all gifts to the DAF must be acceptable under gift acceptance policies of The Board of Trustees of The University of Alabama as specified in the Board Manual.

b. For UA DAFs, at least fifty percent (50%) of each donor advised fund is irrevocably dedicated to The University of Alabama. The portion of each contribution dedicated to the University will be credited as a pledge from the DAF to the University in the year that the contribution is made to the DAF. Grants from the DAF to the University will be sent to Advancement
Services along with a Gift Transmittal form to be recorded against the pledge. (See Appendix B.)

c. For gifts to the DAF whereby a donor agreement irrevocably specifies a percentage of the contribution to a designated program at UA, the amount dedicated to the University will be credited as a pledge from the DAF to the University in the year that the contribution is made to the DAF. Grants from the DAF to the specified University fund will be sent to Advancement Services along with a Gift Transmittal form to be recorded against the pledge.

Chapter Four

Procedures for Managing Endowed Funds

University employees and volunteers involved in managing endowed and quasi-endowed funds shall adhere to the following procedures.

A. Endowed Funds

1. When a donor makes a gift toward an endowment to The University of Alabama, the Office of Advancement Services submits a fund data sheet to the Office of Financial Accounting and Reporting (Accounting) to request an account number. If the total of the gifts in the fund is below the minimum level for endowment, Accounting creates an A39XXX account number (a “to be endowed” account) and flags the account for future endowment. Until the fund reaches endowment level, Accounting assigns an Advancement organization code (100109) to the account that prevents any funds from being expended by the respective college or division. When the account balance reaches the level designated to endow the fund, Accounting creates an A6XXXX account number for the corpus account and an A5XXX account number for the interest/endowment earnings (income) account and transfers the funds to the endowment account. Accounting then notifies Advancement Services to begin coordinating a Resolution for the Board to accept the endowment and to change the organization code in the corpus account number to the division that will administer the account upon endowment. The organization code is not changed on the income account until the resolution is approved by the Board. Gifts to be endowed for the various foundations are handled in the same manner. The chart below lists the applicable account numbers (referred to as a “foap” in Banner, the official University accounting database):

<table>
<thead>
<tr>
<th>Entity</th>
<th>Chart</th>
<th>To Be Endowed</th>
<th>Corpus</th>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>The University of Alabama</td>
<td>A</td>
<td>39XXX</td>
<td>6XXXX</td>
<td>5XXXX</td>
</tr>
<tr>
<td>National Alumni Association</td>
<td>N</td>
<td>88XXX</td>
<td>89XXX</td>
<td>87XXX</td>
</tr>
<tr>
<td>Law School Foundation</td>
<td>L</td>
<td>819XX</td>
<td>9XXXX</td>
<td>815XX-818XX</td>
</tr>
<tr>
<td>Capstone Foundation</td>
<td>C</td>
<td>831XX</td>
<td>837XX</td>
<td>836XX</td>
</tr>
</tbody>
</table>
2. Funds recorded in A39XXX/A6XXXX accounts during a month will be transferred to The University of Alabama System investment pool the following month. The funds buy shares in the system pool at the current valuation price (valued at the end of the previous month). Each month the system pool earnings are distributed to each A5XXXX account based on the number of shares each A39XXX/A6XXXX account owns in the system pool. At the end of the month, cash in the corpus accounts earn a distribution from the University investment pool based on the cash balance of each account corpus in relation to the total cash balance in all the corpora.

3. Funds recorded in the A6XXXX account range are separately-invested funds and are managed by the University. Each month the earnings of a fund’s investments are distributed based on the earnings of the specific investments. At the end of the month, cash in the corpus accounts earns a distribution from the University investment pool based on the cash balance to total cash in all the corpora.

4. Income accounts for endowed scholarship funds will earn interest from the UA pool on the monthly cash balance if it is equal to or greater than $5,000.

5. Each year, on October 1, a budget will be established in the A5XXXX endowment income expenditure accounts based on the requirements in the endowment agreement.

   a. For endowment accounts, the fund balance in the A5XXXX accounts as of September 30th will be the projected budget for the fiscal year beginning October 1st. At the end of each month, any endowment income/gain that is recorded in the income account will be budgeted to the spending account.

   b. For endowment accounts that are based on the “12/31 Rule,” the fund balance in the A5XXXX account as of December 31, 200X, minus any expenditures between January 1, 200X + 1 and September 30, 200X + 1 will be the amount for the October 1, 200X + 1 budget.

6. A small number of endowments require reinvestment of a certain percentage of income or unspent income. All “to be endowed” fund earnings are reinvested until endowment level is reached.

7. Gifts received to supplement an endowed scholarship may be deposited to the income fund and do not require a supplemental fund.

B. Quasi-endowed Funds

1. When funds not originally meant to be endowed reach minimum levels for endowment, a college/school/division may establish a quasi-endowment by submitting a request to the Provost/Vice President for Academic Affairs (or the appropriate Vice President/Dean responsible for that department/division). If approved, the request should be forwarded to the Vice President for University Advancement to coordinate the approval process.
2. The Office of Advancement Services (Advancement Services) will send a copy of the approved request with a fund data sheet to the Office of Financial Accounting (Accounting) and Reporting to request a quasi-endowment account number. Accounting will create a A6XXXX account number and transfer the funds to that account number.

3. Advancement Services will prepare and coordinate the approval process for a formal Resolution for approval by the Board to establish the quasi-endowment. An MOA is not required for a quasi-endowment, but if restricted funds from a donor’s gift are to be “endowed,” the donor’s purposes must be satisfied when earnings are spent. Therefore, if an MOA or other written documentation specified how a restricted fund should be used; those specifications will be followed to the maximum extent allowed by law and current policies of the University. When unrestricted funds are “endowed,” they will be spent according to the criteria specified in the Resolution approved by the Board.

4. The procedures and practices for managing the income and budgets for quasi-endowed accounts are the same as those for privately endowed accounts once the Resolution is adopted by the Board.
Chapter Five

Procedures for Managing and Reporting Expenditures of Endowed Funds

University employees involved in managing and reporting the expenditures of privately endowed and quasi-endowed funds will adhere to the following procedures.

A. Endowment Income Spending

1. The Board of Trustees of The University of Alabama (through the investment subcommittee) will periodically adjust the asset allocation of the pooled endowment fund(s) to produce annual current spendable income from endowed funds. The Vice President for Financial Affairs will ensure all University account managers receive annual budget reports identifying how much of each investment income account is available for expenditure (or estimated as available for expenditure) in the next budget year.

2. The deans, divisional coordinators, and fund managers responsible for spending endowment income will ensure expenditures are made according to the criteria specified in Memoranda of Agreement and/or Board resolutions. Whenever possible, each dean/division head will designate an endowment fund coordinator to track the expenditures and coordinate management plans for all endowed funds within the school/college/division. The Assistant Vice President of Services will be named as fund manager until the Board approves the resolutions establishing the endowments. Afterwards, the divisional fund managers will manage the funds. As endowment earnings are designated for students, the endowment fund coordinators should list and track these expenditures in Alabama’s Scholarship Award System (ASAS). Names and award amounts will be exported from this database at a later date by the Office of Advancement Services for stewardship reporting purposes.

3. The Office of Student Financial Aid coordinates scholarships for financially needy students and other student financial aid awards. All offices and academic areas are required to send their scholarship selections to the Office of Student Financial Aid to ensure that students’ accounts are credited correctly and to prevent “over awarding.” Alternatively, care should be taken to award endowment earnings wherever or whenever possible. This rewards donors for their philanthropy and justifies further fundraising efforts.

B. Reporting Expenditures of Income from Endowed Funds - Stewardship Reports

1. The Department of Advancement Services will submit annual stewardship reports to the Vice President of Advancement for approval. Before printing, the Department will procure an approved cover letter from the President to be included within the reports for University funds. The Athletic Director, Dean of the School of Law, and the Director of Alumni Affairs will supply cover letters to be included in the reports for their respective foundations. Advancement
Services will prepare cover letters for the President’s signature and coordinate the delivery of the reports to donors (or their representatives). The reports will show how endowed fund earnings (and funds from related accounts) were spent during the previous fiscal year as well as the book and fair market values of endowed accounts. Stewardship reports for endowed funds are distributed to donors within a reasonable time period after the end of the applicable fiscal year.

2. The Vice Presidents for University Advancement and Financial Affairs will submit all periodic reports required by the Board and Chancellor regarding University funds received from private sources and expended by the University and its supporting foundations. The National Alumni Association, the School of Law, and the Crimson Tide Foundation may distribute other reports, including annual stewardship reports for funds held in their respective foundations.
Glossary of Definitions and Terms

The following defines key terms and their usage as they appear in this handbook. Reference to the “University” or “The University of Alabama” also includes the supporting foundations of the University unless otherwise noted.

**Advancement**: The process of advancing the missions, goals, and objectives of The University of Alabama. This process includes development, public relations, and alumni affairs.

**Alumni**: Individuals who have attended The University of Alabama.

**Annual Giving**: The yearly act of providing either a restricted or unrestricted gift to the University, usually in response to an organized appeal for funds.

**Appraisal**: Valuation of a gift by an external source. An appraisal is customarily arranged by a donor who is claiming a charitable income tax deduction—usually for gifts-in-kind, real property, or tangible personal property. If the total of such gifts exceeds $5,000 ($10,000 for gifts of closely held stock), the donor should obtain a qualified appraisal with a summary on IRS Forms 8283. Ordinarily the donor obtains an appraisal at his or her own expense. The value of the appraisal expense is considered as a quid pro quo if the appraisal is paid for by the University or its supporting foundations. (See Valuation)

**Appreciated Property**: An asset that has increased in value since purchase or acquisition by a donor.

**Appreciated Securities Gift**: A gift of securities with a market value greater than the donor’s cost or basis. (See Securities.)

**Bequest**: Assets of personal property such as cash, securities, or other tangible property that a donor leaves to the University at the time of his/her death. (See Testamentary Gift.)

**Book Value**: The amount of an asset stated in the University’s financial records, not necessarily the amount that it could bring on the open market. The book value of a University endowed fund is the value of the original gift(s) plus any subsequent gifts and reinvested income. (See Fair Market Value.)

**Campaign**: An organized effort to raise private funds for the University or its supporting foundations through solicitation of prospective donors and alumni by faculty, staff, and volunteers using personal visits, direct mail, telephone, email, internet, or a combination of methods.

**Capital Campaign**: A campaign to raise substantial private funds for the University in a finite period of time to finance major building projects, supplement endowed funds, and meet other needs that demand extensive outlays of capital.

**Capital Gains**: The amount of appreciation in excess of the original amount paid for the property.
Cash Surrender Value: The amount of money received by a policyholder from a life insurance company when the holder surrenders his or her policy for cash prior to the maturity date.

Charitable Deduction: The amount a person may deduct from his/her federal income tax return for a gift to the University or other qualified charity.

Charitable Gift Annuity: An agreement in which a donor makes a gift to the University’s Capstone Foundation and in return receives stipulated annual payments for the life of one or two persons. Upon termination, remaining funds support UA programs as designated by the donor.

Charitable Gift Annuity (Deferred): A gift annuity agreement issued by Capstone Foundation that provides for payments to the beneficiary that will commence at a future date and continue for life.

Charitable Lead Trust: A trust which is irrevocable for a term of years with the income being paid to the beneficiary institution(s) during this term. There is a provision for the property to revert back to the grantor at the end of the term.

Charitable Remainder Annuity Trust (CRAT): An irrevocable trust that provides for a donor to transfer property to a trustee subject to his or her right to receive a fixed percentage of the initial fair market value of the property for as long as he or she lives. Whatever remains in the trust at the donor’s death becomes the property of the beneficiary institution(s).

Charitable Remainder Unitrust (CRUT): An irrevocable trust similar to the charitable remainder annuity trust in many ways, except that the distribution is a percentage of the fair market value of the property transferred, determined annually.

Closely Held Stock: Privately owned corporate stock that is not publicly traded on an exchange or in the over-the-counter market. (See Securities.)

Codicil: An addition or amendment to a person’s will.

Contract: An agreement between the University and another entity to provide an economic benefit for compensation. The agreement is binding and creates a quid pro quo relationship between the University and the entity. Contracts are not counted as gifts and are excluded from the University's fund-raising totals, except for Capstone Foundation gift annuity contracts.

Corporate Sponsorship: Gifts to the University by a corporation or other organization to sponsor activities, events, or projects and result in the donor receiving recognition on campus, at the event, or in accompanying publications. The contribution may be considered advertising rather than a gift if the donor receives competitive pricing or is able to display product information because of the donation. In these cases, the sponsorship is an exchange transaction and not a gift.

Corporation: An organization, business, partnership, or cooperative organized for profit-making purposes, including corporations owned by individuals and families and other
closely held companies. This includes company-sponsored foundations—foundations created by business corporations and funded exclusively by their companies—as well as industry trade associations.

**Corpus:** The amount of principal in a trust, annuity, or fund (e.g., endowed scholarship fund).

**Cultivation:** The process of exposing prospective donors to University activities, people, plans, and needs to the state where they may be solicited for a gift to the University.

**Database:** A collection of information kept in one place and accessed by many users through the same server. A database is one component of a database management system. (See Millennium.)

**Deferred Gift:** A gift made now to benefit the University sometime in the future according to conditions stated in a contract. It is also referred to as a “planned gift”. (See Planned Gift.)

**Degreed Alumni:** Individuals who have earned an undergraduate or graduate degree from The University of Alabama.

**Development:** The process of private fund-raising for the University.

**Donor Advised Fund (DAF):** A charitable giving vehicle created for the purpose of managing charitable donations on behalf of an organization, family, or individual. A donor advised fund offers the opportunity to create an easy-to-establish, low-cost, flexible vehicle for charitable giving as an alternative to giving directly or creating a private foundation. Donors enjoy administrative convenience, cost savings, and tax advantages by conducting their grant making through the fund. UA administers its own donor advised fund (UA DAF). Grants and gifts distributed from donor advised funds and private foundations shall **not** be utilized in any manner that provides a personal benefit to the donor.

**Donor Directed Fund (DDF):** A fund established for investment and safekeeping in a financial institution to which a donor sends an asset. The donor maintains control of the asset and directs the financial institution to issue gifts to the University, so the gift source and legal donor is the individual donor.

**Donor Purposes:** Those purposes for which gifts or grants have been made, as designated by the donors.

**DTC Account:** An account with the Depository Trust Company, a clearinghouse for electronic transactions of securities.

**Endowment Funds:** An endowment fund is one specified by the donor to be held and invested to produce income; this is referred to as a “true endowment fund”. Normally, the original principal, or corpus, of the fund must remain intact and unspent in perpetuity. Unless specified otherwise by the donor, only the income earned from the fund, including the appreciation in the value of the fund (if permitted by law), can be spent by the University. If the earned income is **restricted** for a specific purpose by the donor, the
income can be used only for that specified purpose. If the income is *unrestricted*, it can be used for any institutional purpose. (See Quasi-Endowment Funds.)

**Endowment Spending Policy:** In order to provide a sustainable level of income, the income distributed will be 5% of the average three year unit value. The spending rate may be changed from time to time by the Board of Trustees.

**Expectancy:** Term used to report the estimated value or approximate value of gifts to be received in the future from a constituent’s estate.

**Fair Market Value:** The amount for which an item or property can be sold in the marketplace. The fair market value of a University-endowed fund is the actual value or each endowment fund’s share of the endowment pools’ investment portfolio at a specific point in time. This value is recalculated monthly. (See Book Value.)

**Foundation:** Personal and family foundations and other foundations and trusts that are private, tax-exempt entities operated exclusively for charitable purposes. This includes personal and family foundations established and operated as conduits for the charitable donations and community foundations that meet the definition above.

**Funds Held in Trust by Others:** Funds that are neither in the possession of nor under the management of the University, but are held and administered by an external fiscal agent. The University may have certain legally enforceable rights and claims, such as those to income and income expenditures. The value of the funds should be documented by annual trust reports to the University.

**Gift:** A voluntary transfer of items of value to the University (usually in the form of cash, checks, securities, real property, or personal property) for which the donor receives no compensation or significant benefit in exchange for the gifts. Gifts may come from individuals, corporations, foundations, and other sources. Gifts directed to or intended for The Board of Trustees of The University of Alabama (Board) are the property of the University, subject to control and management by the Board, but within the limits of and subject to any donor restrictions or directions agreed to by the Board.

**Gift Funds:** Restricted gifts to be spent following restrictions requested by the donor(s). These funds are not endowed and are often referred to as annual gift funds. Gift funds that are to be used for scholarships and have a balance greater than or equal to $5,000 earn investment income. Gift funds are assigned 3XXXX fund numbers.

**Gift-in-Kind:** A noncash donation of materials or long-lived assets. Gifts of materials or long-lived assets must be directly related to the mission of the University and will be reported at the fair market value. (See Valuation.)

**Gifts to Income Funds:** Donors may make gifts to income funds to supplement the income earned on the corpus. (See Income Fund.)

**Grant:** An award made on the basis of a proposal that typically sets out a series of conditions, such as specific objectives, a work plan, a timetable, formal financial accounting, and reporting obligations. Grants with detailed terms and conditions should be reviewed and coordinated with the Office of Sponsored Programs.
Income Fund: The spendable earnings on a corpus fund.

Irrevocable: Something which cannot be canceled or reversed.

Major Gift: A gift of five thousand dollars ($5,000) or property with a fair market value of five thousand dollars ($5,000) or more. (See Gift.)

Matching Gift: A gift to a qualifying charity made by a corporate employer in recognition of a contribution previously made by an employee of that corporation.

Memorandum of Agreement (MOA): A University document that describes a mutual agreement between the donor and the University regarding a gift to the University. Its main purpose is to outline the details and use of the gift, including the restrictions, directions, purposes, or intentions of the donor(s); the policies of the University; and the necessary information for accounting by the University’s Office of Internal Audit and Office of Financial Affairs.

Millennium: An application program using the Microsoft SQL relational database, which the University uses to record private gifts, alumni and donor biographical data, and a variety of fund-raising activities and special events. It is also used to maintain the Prospect Management List. Millennium is maintained and controlled by the Office of Advancement Services.

Planned Gift: Any charitable donation requiring some planning that often provides tax benefits and/or income to donors or their beneficiaries. Since many of these gifts do not benefit the University until some point in the future, they are sometimes called “deferred gifts” or “future commitments” for recording and reporting purposes. Planned gifts typically fall into two categories: revocable and irrevocable. Revocable gifts are those that are subject to change by the donor (e.g., provisions in a will, trust, or other testamentary documents). Irrevocable gifts are commitments that cannot be recalled or revoked and are legally enforceable by the University (e.g., charitable gift annuity, pooled income fund, etc.).

Pledge: An oral or written commitment by a donor to make a gift to the University within a specified time frame. Oral pledges are not recorded and counted in the University’s gift recording system until they are confirmed in some form of written documentation. Written pledges are normally signed by the donor and stipulate the amount, purpose, payment period, and any donor restrictions for the gift. The University uses a variety of written pledges, including Memoranda of Agreement, pledge cards, letters, and copies of legal documents such as wills, trusts, and notarized will codicils.

Pooled Endowment Fund: Each endowment account of the University, except for separately invested endowment funds, is “pooled” (or combined) with other endowment accounts for investment purposes only. These endowment accounts are participants and own shares in The University of Alabama System Pooled Endowment Fund (UASPEF). Based on the number of shares owned, each account will share proportionately in the investment results (yield and appreciation) of the Pooled Endowment Fund. (See Separately Invested Endowment Funds.)
Pooled Income Fund: A trust funded by a number of donors, each retaining an income for life. Each donor is paid a pro-rata share of the trust earnings. Each donor’s portion of the principal becomes the property of the University at the death of the donor. (See Planned Gift.)

Present Value: The value that a gift expected in the future would be worth today. A future gift of $100,000 is not as valuable as a gift of $100,000 today due to factors such as inflation, currency fluctuations, and investment risk.

Prospect Management List (PML): A management tool for guiding and tracking the cultivation and solicitation of major gift prospects. The PML details prospective donors and gives appropriate authorization for individuals or teams to contact and solicit those prospects. The PML is maintained by the Office of Advancement Services. (See Prospect Management System.)

Prospect Management System (PMS): The system for guiding and tracking the cultivation and solicitation of individuals, corporations, and foundations who may be capable and willing to make major private gifts to the University. The PMS is designed to direct solicitation efforts toward potential donors with the greatest capability while meeting the highest priority needs of the University. Members of the University and its representatives are not authorized to solicit major gifts or contact major gift prospects without coordination with the Vice President for University Advancement or the Associate Vice President for Advancement through this system. (See Prospect Management List.)

Quasi-Endowment Funds: Funds internally endowed or designated for a specific purpose or use by The Board of Trustees of The University of Alabama. Since this is an internal fund designation or restriction, the designation as a quasi-endowment fund may be changed by the Board.

Quid Pro Quo (QPQ) Gift: A contribution for which the donor receives benefits or “premiums” in return in the form of goods or services from the University. The benefits received could affect the tax deductibility of the donor’s gift. The term quid pro quo is a Latin phrase meaning “something for something.” (See Valuation.)

Reinvestment of Earnings: A few endowments require reinvestment of a certain percent of income or reinvestment of unspent income. The earnings on all “to be endowed” funds are reinvested until the “to be endowed” fund reaches endowment level.

Resolution of The Board of Trustees: All gifts to the University must be accepted by The Board of Trustees of The University of Alabama System or by its duly authorized personnel. Certain categories of gifts, including endowed and testamentary gifts, are acknowledged by a resolution adopted at a meeting of the Board. Resolutions are recommended by the President of the University to the Chancellor who submits them to the Board. Resolutions adopted by the Board are public documents that include biographical information about the donor and are part of the University’s historical record.

Revolvable: Something which can be canceled or reversed.

Securities: Shares of stock or bonds that are publicly traded on an exchange or in the over-the-counter market. Gifts of marketable securities are recorded as gifts on the date the
donor relinquishes control of the assets in favor of the University and are recorded at the average of the high and low quoted selling prices on that date (or the average of the bid/ask price for certain securities.)

Separately Invested Endowment Funds: Endowment funds which have specific donor restrictions placed on the individual investments of the funds. These funds are not invested in the UASPEF.

Sponsored Annual Awards: Awards made from gifts that donors send periodically to fund scholarships, fellowships, faculty awards, or other needs. In most circumstances a Memorandum of Agreement or other written documentation from the donor is used to direct expenditures and management of these gifts.

Stock Power: A form that when executed transfers ownership of a security to someone else.

Term Endowment Funds: Funds that are administered as endowment funds until the expiration of a specific time period or event as defined by the donor, following which the corpus of the fund becomes nonendowed. For example, a donor might specify that a gift should be treated like an endowed fund for a specified number of years and then the principal of the fund could be expended for other purposes.

Testamentary Gift: A gift made through a will. (See Bequest.)

Underwater Endowment: An endowment fund in which the market value of the corpus is less than the book value. Under a new Uniform Prudent Management of Institutional Funds Act (UPMIFA), the University is no longer limited in its ability to spend from “underwater” endowment funds (i.e., those with assets having current values less than when they were given). Under the new law, an institution may spend as much as it deems prudent, subject to donor intent.

Valuation: The act of estimating or appraising the value of something. Gifts of real and personal property, tangible and intangible, which qualify as a charitable deduction for a donor, are recorded at fair market value. Such gifts to the University with a fair market value of more than $5,000 are normally recorded at values placed on them by qualified independent appraisers. Gifts of $5,000 or less may be recorded and counted at the value placed on the gift by a qualified independent appraiser, declared by the donor (usually with a copy of a bill of sale, invoice, or other documentation showing payment for the asset), or determined by a qualified expert on the faculty or staff of the University whose fund-raising totals are not directly affected by the gift.

Wholly Charitable Trusts Administered by Others: A trust that is held for the benefit of charity. The principal is invested and the income is distributed to charitable organizations such as the University. All interests in income and principal are irrevocably dedicated to charitable purposes (as opposed to charitable remainder or lead trusts). The fair market
value of the assets designated for the benefit of the University are recorded at face value in the year in which the trust is established.

**Will**: A person’s statement to the public regarding the disposition of his or her property at death.
APPENDIX A

STUDENT SCHOLARSHIPS AND FELLOWSHIPS

Scholarships and fellowships for students at the University are available from a variety of funds. Those funds, whether endowed or not, are created and managed according to the following standard policies, procedures, and guidelines:

A. Administrative Procedures

1. Endowed funds for scholarships and fellowships shall be described through a written memorandum of agreement (MOA) signed by the donors or their representatives and the President or the Vice President for Financial Affairs of the University. In some cases, endowed funds may be described by letter or other written documentation from the donors; however, all funds to be endowed must be accepted by the Board.

2. Nonendowed funds may be described by a letter or other written documentation from the donor specifying how the funds are to be used. An MOA is optional but strongly encouraged. Specific Board acceptance may not be required.

3. The University shall not spend scholarship or fellowship funds for any purposes other than those specified by the donors. A donor may request a change in the purposes for nonendowed funds by issuing written instructions to the University to change the expenditure criteria, subject to the approval of the University. However, endowed funds may not be used in any other way than as specified by the original Board approved resolution, unless the donor requests a change and the Board approves.

4. If a scholarship/fellowship fund with specified restrictions and expenditure criteria received contributions from more than one donor, any requested changes to those restrictions/criteria must be agreed upon by all living donors or their representatives and approved by the University. If the original signatory of the MOA that established the fund can show that he or she is authorized to agree to changes on behalf of all donors, the requested changes can be made with his/her approval subject to the University’s approval. If the original signatory is not authorized to act on behalf of the other donors, the University must make a good-faith effort to contact the individual donors who did not sign the document for their approval before making any changes.

5. All award criteria, supplementary conditions, or additional priorities for consideration specified for a scholarship/fellowship will be invalid if contradictory to current federal or state laws and regulations or any other laws, rules, or regulations established by any governing body or authority to which The University of Alabama is legally subject or ascribes.
6. Additional contributions to a fund may be made by anyone provided he/she subscribes to the terms, provisions, and guidelines contained in the MOA, resolution, or written documentation from the donor applicable to that fund. Any efforts by University personnel to solicit additional contributions to existing funds shall be coordinated with the Office of University Advancement.

7. If the college, school, division, program, or curriculum which the fund is designated to support ceases to exist, the President of The University of Alabama, to the extent permitted by law, shall be free to use nonendowed funds and the earnings from endowed funds to meet the priority needs of the University in the areas most comparable to the purposes originally intended by the donors. The names of endowed funds shall normally remain unchanged and no part of the corpus of an endowed fund shall ever be expended for any purpose.

8. If funds intended to be endowed fail to reach the minimum levels for endowment specified by the Board within five years of the initial gift, or such other time limit established by the Board, the President shall be free to use the funds and related earnings to meet the priority needs of the University. If possible, the funds will be used in the areas most comparable to the purposes originally intended by the donors.

9. The selection committee or office responsible for managing the fund expenditures shall inform the recipients of the source of the funds and request that the recipients prepare a letter of appreciation to the donors. All such letters shall be cleared by the selection committee/fund manager before they are sent to the donors.

10. The Office of Advancement Services shall prepare annual stewardship reports for the President of the University to send to donors or their representatives regarding endowed funds and selected major nonendowed funds. These reports will show how the funds have been used and the value of the funds.

B. Selection and Payments

1. No student shall be denied a scholarship or fellowship on the basis of race, color, gender, religion, national origin, citizenship, age, or qualified disability. However, this does not prevent the University from establishing or administering a specific scholarship, fellowship, or other form of financial assistance that requires the award to be made to members of a particular gender, so long as such awards are given in such a manner that the overall effect of the award of such scholarship or fellowship does not discriminate on the basis of gender.

a. To ensure a nondiscriminatory effect for single-gender funds, applicants shall be drawn from a pool of students who are eligible for an award using gender-neutral criteria. Each applicant is then matched to an appropriate form of financial assistance. No student shall be denied the award for which he or she is selected under this procedure because of the absence of a scholarship, fellowship, or other form of financial assistance designated for a member of that student’s gender.
b. The University may establish and administer a scholarship, fellowship, or other form of financial aid where priority of consideration shall be given to individuals whose enrollment would enhance the diversity of the University’s student population if such award is in conformity with federal and state law.

2. Scholarships and fellowships will be awarded by selection committees or individuals as designated in the MOA, Board resolution, or other written guidelines. The membership of all selection committees must have a majority of University personnel. The selection committee will consist of representatives from the office/division/committee responsible for managing the fund expenditures.

3. Scholarship and fellowship payments shall be made to the recipients in two increments equaling one-half of the annual award at the beginning of the fall and spring semesters. However, if the selection committee deems it appropriate and the terms or conditions of the gift permit it, all or part of a scholarship or fellowship may be awarded at any time to one or more recipients during the fiscal year the award is available for expenditure.

4. The amount available for expenditures from endowed scholarship/fellowship funds shall be equal to the sum of the Board determined percentage of the annual investment income generated by the funds through the University System Endowment Pool plus any interest generated from University earnings on the unspent cash balance of the income accounts if the balance is $5,000 or more.

5. Each year, the Office of Financial Accounting and Reporting shall provide the Office of Student Financial Aid, the Office of Undergraduate Admissions, and other offices responsible for the awarding of scholarships and fellowships with the names of the scholarships/fellowships and amounts projected to be available for awards.

6. All athletic scholarships shall be awarded and administered in accordance with the rules, regulations, and laws established by the National Collegiate Athletic Association (NCAA), Southeastern Conference (SEC), Title IX of the Education Amendments of 1972 and the regulations promulgated there under, and any other laws, rules, or regulations by any governing body or authority to which The University of Alabama is legally subject or ascribes.
APPENDIX B

GIFT RECORDING AND REPORTING GUIDELINES

The following guidelines conform to the management reporting standards established by the Council for Advancement and Support of Education (CASE), Council for Aid to Education (CAE), and National Association of College and University Business Officers (NACUBO), and the policies and rules of The Board of Trustees of The University of Alabama. The policies may be different from accounting policies used for recording University assets. Furthermore, gift crediting policies may differ from Internal Revenue Service (IRS) guidelines for tax deductions. Therefore, donors should always verify with their tax advisor any tax deductions they plan to claim for gifts to the University.

A. Gift Recording

1. **Cash** gifts will be recorded in donor gift records within one working day of receipt in the Office of Advancement Services provided the necessary information to accurately record the gift is provided. The amounts of cash and check gifts will be recorded as of the date the University processes the gift. Gifts made by credit card are recorded on the date that the credit card authorization is received from the credit card agency.

2. **Receipts** are produced for each charitable gift and mailed to the donor. Only gifts deposited through the Office of Advancement Services are assured of receiving an official UA gift receipt. Receipts for Gifts-in-Kind only include a description of the item given and do not list a dollar amount.

3. **Quid Pro Quo** contributions are payments made partly as a contribution and partly in consideration for goods or services provided to the payer by the donee organization. Only the amount of the contribution that exceeds the value of benefits the donor receives from the University is deductible as a charitable gift (see IRS Publications 526 and 1771). The value of the benefits the donor receives is a key factor in determining the amount of the actual gift. Items or benefits that have insubstantial value do not reduce the donor’s charitable contribution.

4. **Pledges** of future gifts that are received in written form will be recorded in donor gift records within five working days of receipt in the Office of University Advancement. Normally, pledge-payment periods are not recorded for longer than five years; however, regardless of timing, all pledges will be recorded and reminders mailed periodically unless otherwise specified by the donor. A donor may adjust a previously established pledge schedule but a signature is required to make the adjustment.

5. **Memorial and Honorarium Gifts** are reflected as such in Millennium. In the case of memorial gifts, the deceased constituent’s family receives a memorial letter from the Assistant Vice President—Advancement Services and a report of all gifts given in memory of the deceased including the name and address of those who gave. In the
case of honorarium gifts, the honoree also receives a letter notifying them that gifts have been made in their honor and a report of those who gave.

6. **Securities:**
   a. Gifts of marketable securities will be recorded at their fair market value based on the average of the high and low quoted selling price (or the average of the bid/ask in the case of certain securities) on the date the donor relinquished dominion and control of the assets in favor of the University and consistent with rules and regulations promulgated by the Internal Revenue Service. Neither losses nor gains realized by the University’s sale of the securities after their receipt, nor brokerage fees or other expenses associated with the transactions, will affect the reported value of the gift. However, the actual dollar amount applied to the fund may be more or less than the gift value depending on market fluctuations and the sale of the stock.

   b. Gifts of closely-held stock exceeding $10,000 in value will be reported at the fair market value placed on them by a qualified independent appraiser as required by the IRS for valuing gifts of stock that are not publicly traded. Gifts of $10,000 or less may be valued at the per-share cash purchase price of the most recent transaction. Normally, this transaction will be the redemption of the stock by the corporation. If no redemption has occurred during the reporting period, an independent certified public accountant (CPA) who maintains the books for that corporation is qualified to value its stock.

7. **Real and Personal Property:** Gifts of real and personal property, tangible and intangible, for which donors qualify for a charitable deduction will be recorded at their full fair market value.

   a. Gifts-in-kind, such as equipment and software, will be recorded at their educational discount value, which shall be deemed to be fair market value. That is, gifts-in-kind will be valued at the value the University would have paid had it purchased the item outright from a vendor.

   b. Gifts of real and personal property with a fair market value of more than $5,000 will be recorded at the fair market value placed on them by a qualified independent appraiser as required by the IRS for valuing non-cash charitable contributions.

   c. Gifts of real and personal property valued at $5,000 or less will be recorded at the value declared by a qualified independent appraiser, declared by the donor, or determined by a qualified expert on the faculty or staff of the University whose fund-raising totals are not directly affected by the gift. When the donor places a value on the gift, he/she should provide either (1) a copy of the paid bill of sale or (2) the invoice and a copy of the check or personal credit card statement showing payment.
Sales tax, delivery and service fees should not be included in the gift’s value.

d. All gifts of real property or an interest therein will be recorded after acceptance by The Board of Trustees of The University of Alabama (or its Executive Committee) and appropriate transfer of ownership (deed).

8. **Life Insurance:** Gifts of life insurance policies will be recorded as gifts if the University is named both owner and irrevocable beneficiary of the policy. The amount of the gift credit will be based on the status of the donated policy.

   a. **Partially or Fully Paid Up Life Insurance Policies.** Life insurance policies that require no further premium payments will be recorded at the cash surrender value.

   b. **Existing Policies Not Fully Paid Up.** Life insurance policies that are not fully paid up on the date of contribution will be recorded as gifts at the cash surrender value of the policy when given and all further premiums paid by the donor will be recorded as additional gifts. Increases in cash surrender value will not be recorded as gifts.

   c. **New Policies.** Premiums paid by the donor for new policies will be recorded as gifts on the date paid. When feasible, donors should send premium payments to the University and allow the University to pay the insurance company—thus ensuring timely, accurate gift recording and policy tracking.

   d. **Realized Death Benefits.** If the University is owner and beneficiary of an insurance policy then the proceeds from the policy will be recorded at the full amount received—provided the University has never previously recorded the policy value or any donor-paid premiums as gift income and if the University has not been paying the premiums. If donor paid premiums have been previously recorded as gift income the realized death benefit will be reduced by that amount. The difference will then be recorded as a bequest transaction. Realized death benefits from an insurance policy where the University is beneficiary but not owner will be recorded as a bequest in the full amount received on the date the University received the proceeds.

9. **Wholly Charitable Trusts Administered by Others:** The full fair market value of the assets (or a portion of the assets) of a wholly charitable trust administered by an outside fiduciary will be recorded as a gift to the University in the year in which the trust is established, provided the University has an irrevocable right to all or a predetermined portion of the principal or income of the trust. Subsequently, the income of the trust will be treated as interest income and not reported as gifts in fund-raising reports.
10. **Bequest Expectancies**: Provisions in a will, trust, or other testamentary legal document that provides a gift to the University will be recorded as revocable or irrevocable gifts. Normally, revocable testamentary gifts are not counted as gifts and reported to CASE or CAE; however, they may be recorded and counted for other University purposes, such as internal capital campaign reporting. Irrevocable and legally enforceable testamentary agreements may be recorded at both the face value and the present (discounted) value of the gift commitment and reported to CASE and CAE. All realized testamentary gifts must be accepted by the Board of Trustees or its duly authorized representative.

11. **Charitable Gift Annuities**: Gifts made in exchange for an annuity paid by the Capstone Foundation will be recorded at both the face value and the present (discounted) value of the assets given to the Capstone Foundation (minus any actuarial liability required to fund the annuity) at the time the assets are received by the Capstone Foundation and the agreement is established.

12. **Charitable Remainder Trusts**: Gifts made to the University to establish irrevocable charitable remainder trusts (annuity trusts and unitrusts) will be recorded at both the face value and the present (discounted) value of the remainder interest going to the University. This policy applies only when the remainder interest that is assigned to the University is not subject to change or revocation.

13. **Charitable Lead Trusts**: Gifts to establish trusts (unitrusts or annuity trusts) that pay variable/fixed amounts to the University for a period of time will be recorded at the amounts paid to the University. That is, the trust income payments received by the University will be recorded as gifts when the payments are received.

14. **Pooled Income Funds**: Contributions to University pooled income funds will be recorded at both the face value and the present (discounted) value of the remainder interest going to the University.

15. **Life Estate**: Gifts to the University of a donor’s personal residential property or a farm will be recorded at both the face value and the present (discounted) value of the remainder interest of the residence on the date the deed is transferred to the University.

16. **Nongovernmental Grants**: Grants received from private, nongovernmental sources through the Office for Sponsored Programs will be included in the University’s gift totals.

17. **University of Alabama Donor Advised Fund (DAF)**: For UA DAFs, at least fifty percent (50%) of each donor advised fund is irrevocably dedicated to The University of Alabama. The portion of each contribution dedicated to the University will be credited as a pledge from the DAF to the University in the year that the contribution is made to the DAF. Grants from the DAF to the University will be sent to Advancement Services along with a Gift Transmittal form to be recorded against the pledge.
18. **Others:** Contracts and governmental grants will not be recorded or reported as private gifts to the University.

### B. Gift Reporting

1. **Standard University Reports:** The Office of Advancement Services prepares a number of routine and ad hoc reports on gifts and pledges that have been recorded in the computerized gift records of Millennium.

   a. **Quarterly Reports to the Board of Trustees.** Per Board Rule 411, each quarter a report is submitted to the Chancellor for the Board of Trustees of The University of Alabama that summarizes all gifts made during the previous quarter to the campus and the foundations that support the campus, its divisions, and/or the programs of the University.

   b. **Monthly Reports to the Board of Trustees.** Per Board Rule 411, on/before the fifteenth day of each month a report is submitted to the Chancellor for presentation to the Board of Trustees that summarizes the previous month’s gifts and includes the names of donors of gifts of $5,000 or more, or property with a fair-market value of $5,000 or more, and the amount of each gift. The report also includes names of donors of gifts of special significance, monetary and otherwise.

   c. **Daily Restriction Reports** are distributed to each college and division and report the gifts recorded for that area for the given time frame. On average, there are two daily restriction reports each week.

   d. **Monthly Gift Reports** that summarize the previous month’s gifts and year-to-date gifts are prepared for the Vice President for University Advancement and Associate Vice President for Development.

   e. **Ad Hoc Reports** are prepared on gifts and pledges to various funds and programs of the University, on donor gift records, and on alumni/donor biographical records when requested by University faculty and staff through the Office of Advancement Services.

   f. **Stewardship Reports** are prepared annually by the Office of Advancement Services for the President to send to donors of endowed funds and other selected major gift funds. These reports are designed to inform donors or donor contacts about the management and use of such funds by the University.

2. **Fund-Raising Campaign Reporting:** When applicable, the Office of Advancement Services prepares monthly and ad hoc reports on all University fund-raising campaigns. Normally, campaign commitments will be reported according to specific campaign goals following CASE guidelines.

3. **External Surveys/Reports:** The Office of Advancement Services prepares reports in response to surveys by external organizations in accordance with guidelines specified
in the survey requests. These annual reports include the Council for Aid to Education’s “Voluntary Support of Education” survey and *The Chronicle of Philanthropy’s* “Philanthropy 400 Survey.”

4. **Advancement Publicity:** The Office of University Advancement coordinates publicity for private gifts with the Office of Media Relations and the Office of Alumni Affairs.

   a. University employees shall not release information on private gifts to the public or news media without authorization from the donors or their representatives and the approval of the Vice President for University Advancement or Associate Vice President for Development.

   b. The Office of Media Relations produces news releases which are distributed to the media for publicity. Media Relations also assists various divisions of the University in publicizing gifts in their individual newsletters.

   c. The Office of Alumni Affairs may publicize gifts and donors through the *Alabama Alumni Magazine* when approved by the Vice President for University Advancement.

   d. During capital campaigns and other fund-raising activities, the Office of University Advancement may publicize selected donors and gifts in development newsletters.

   e. Donors who wish their names to remain anonymous should specify that condition in the MOA or other written instruction to the Office of University Advancement. Donors should be advised that donors’ names are deemed by the University a matter of public record unless the donor’s request for anonymity is received by the Office of University Advancement before or at the time the gift is accepted by the University.
APPENDIX C

POLICIES AND PROCEDURES FOR PLEDGES RECEIVABLE AND ALLOWANCE FOR UNCOLLECTIBLE PLEDGES

Purpose
The Office of University Advancement, with the assistance of the Department of Financial Accounting and Reporting, shall establish standard policies for estimating the allowance method for and the writing off of uncollectible gifts and allowance for uncollectible gift pledges that conform to the generally accepted accounting principles. When gift pledges are accepted, it must be realized that not all gift pledge receivables will be collected. In order to match the revenues and expenses of a given period on the Statement of Revenues, Expenses and Changes in Net Assets and to value the outstanding gift pledge receivables properly on the Statement of Net Assets, a reasonable estimate must be made to record the potential amount of uncollectible gift pledges.

If a donor is unwilling or unable to fulfill a pledge, the pledge is classified as uncollectible. The decision to write-off pledges affects Advancement’s Millennium system as well as the University’s Banner Finance system. The write-off of such a pledge reduces pledges receivable on the statement of net assets and reduces gift revenue on the statement of revenues, expenses and changes in net assets.

Policy
Effective with the fiscal year beginning October 1, 2008, the University and its related Foundations have chosen to adhere to the following guidelines when determining to write-off amounts pledged from its patrons:

1. Official documentation, including but not limited to:
   - Bankruptcy notices
   - Written correspondence from the donor (or documentation of verbal conversations between the donor and a University employee) wherein the donor expresses intentions to terminate pledge arrangement
   - Notification from insurance companies in which premium payments have lapsed and the University or its Foundations are named as beneficiaries of said policy

2. Failure to respond to communication attempts by the University or its Foundations in reference to pledge commitments for a three-year period.

3. Using their professional judgment, an Advancement official may and should exercise the option to write-off pledges based on their experience with collectability and historical trends. Pledges should be written-off when there is relative certainty that no further payments will be received.
Write-offs should occur as soon as possible once any of the aforementioned guidelines are met. A memo and any other substantiating support should be filed in the donor’s personal record maintained by Advancement Services. Additionally, in January of each year, Advancement Services shall devote time to review and update the status of pledge write-offs. Advancement Services provides a summary of all pledges written-off during the fiscal year and these amounts are excluded from the pledge forecast.

Pledges receivable and the related allowance are adjusted quarterly. The University and each of its entities maintain a general ledger valuation contra asset account entitled “Allowance for Uncollectable Gift Pledges”.

The University and The Crimson Tide Foundation-UA and CTF record an allowance for doubtful pledges equivalent to 15% of all outstanding pledges, excluding endowments.

The allowance for doubtful pledges is 15% of all remaining pledge balances for the Capstone Foundation, Alumni Foundation, and Law School Foundation. Additionally, pledges are discounted using the current present value factor as identified in the table located at http://accountinginfo.com/study/pv/table-pv-a-01.pdf.

Comparisons are made annually between the standard 15% allowance calculation and the actual write-offs. The percentage is adjusted accordingly if historical trends indicate the necessity to do so.
APPENDIX D

GUIDELINES FOR NAMING OPPORTUNITIES

The Board of Trustees has final approval of all recommendations for naming opportunities. The President of the University recommends namings to the Board through the Resolution process. Each naming opportunity is evaluated individually, taking into consideration the facts that are relevant to the person being honored. A person’s level of giving may not always be the determining factor. The necessary calculations to determine if Board Rule 104 and 411 have been satisfied may be performed by the Office of Advancement Services. In all naming situations, preliminary approval must be granted from the Vice President of Advancement before proceeding. There should be no mention of the naming opportunity to a donor prior to approval. After obtaining approval from the Vice President, the Office of Advancement Services determines the appropriate language and calculations needed and drafts a resolution. The resolution is routed to obtain approvals and then submitted to the Board for approval.

Calculations Used to meet Board Criteria

- For naming rooms/buildings/spaces based on giving to a particular building project, the donor must contribute at least 51% of the replacement cost of the space.
  - For existing buildings, the 51% calculation is based on replacement value as stated in the Major Building section of the latest version of the UA Fact Book produced by the Office of Institutional Research and Assessment: http://oira.ua.edu/factbook.html
  - For new construction or renovation, the 51% calculation is based on final total projected budget (value) approved by the Office of Financial Affairs, gross square feet for the entire building project, and net assignable square feet for the space being named.
  - In either case, land, furniture, and fixtures are not included in the value calculation.
  - Under Rule 104, building campaigns may be approved by the Board in entirety prior to or during an approved building campaign. The President will submit a memo with a list of proposed gifts for each space within a building and for the entire building. Upon the completion of the campaign, a list of recognized donors must be submitted to the Board for their permanent records.
  - Calculation by Writers: To obtain the total cost per square foot, divide the building value by the gross square feet. For the total cost of the space to be named, multiply the total cost per square foot by the square feet of the room(s). This number multiplied by 0.51 is the minimum gift required by the Board to name the space.
For naming a school, college, division, program, or center: Under Board Rule 104. I. C. the donor must contribute the greater of $5 million or an endowment that should generate at least twenty percent (20%) of the current annual operating cost of that entity.
APPENDIX E

UA DONOR ADVISED FUND PROCEDURES

Outlined below are the procedures that the Office of Planned Giving (“Planned Giving”) and Advancement Services (“Adv. Services”) will follow when establishing UA Donor Advised Fund (“DAF”) accounts and processing related transactions.

1. Establishing New DAF Accounts

   a. Donor(s) will complete a DAF Application (“Application”) and submit for approval by the DAF Board of Trustees

   b. Planned Giving & Office of Counsel will draft a Donor Advised Fund Agreement (“Agreement”) that outlines the name, purpose, administrative provisions, and value of the irrevocable deferred gift to UA; this Agreement will serve as the guide for the DAF Board when administering & managing this DAF account

   c. If a Memorandum of Agreement (“MOA”) is completed that provides instructions on how to allocate DAF grants to UA funds, a copy of the MOA will be provided to Adv. Services (MOA-RES)

   d. Funding options:

      - CHECK/CASH: send to Regions Bank along with the Application and Agreement

      - WIRE TRANSFER: Planned Giving notifies Regions Bank to anticipate receipt of funds

   e. Planned Giving prepares a cover Memo to distribute DAF documents as follows:

      - REGIONS BANK: Original Memo, original check or wire transfer confirmation, the Application and Agreement

      - ADVANCEMENT SERVICES: Gift Input Form for the portion of the gift to be counted as a Pledge; a copy of the Memo, the Application, the Agreement, and the check or wire transfer confirmation

      - FINANCIAL ACCOUNTING: Copy of the Memo, the Application, the Agreement, and the check or wire transfer confirmation

      - OFFICE OF PLANNED GIVING: Original Application and Agreement, and a copy of the Memo and check or wire transfer confirmation

   f. Financial Accounting creates two new accounts in the D chart of accounts: one for the UA portion; one for the Non-UA portion. The D accounts bear the Fund
Name chosen by the donor and provided on the Application (such as the John Doe Family Fund, D99014100101513200100)

g. Adv. Services creates a relationship link between the DAF Fund record and the record of all Founders (those donors who receive a tax benefit for making a contribution to the DAF) named on the Application

h. Planned Giving prepares a Gift Input form for a Pledge to be recorded on the DAF Fund record – the Agreement will state the amount of the Pledge that represents the portion of the initial contribution to the DAF account that constitutes an irrevocable Pledge to UA

i. Adv. Services records a Pledge on the DAF Fund record; all grants made from the DAF to UA will be posted against this Pledge (a minimum of 50% of the contribution qualifies as an irrevocable Pledge to UA unless special provisions apply, as approved by the DAF Board of Trustees) with soft credit given to the appropriate Founder(s) of the DAF

j. Planned Giving sends a gift acknowledgement letter to the donor(s) stating the value of the contribution made to the DAF for tax purposes

k. Adv. Services produces a thank you letter from UA President reflecting full amount of the initial contribution to the DAF account

l. Planned Giving adds the new DAF account to the tracking spreadsheet

2. Special Procedures for Existing DAF Accounts with Contributions Previously Recorded as Gifts to UA

a. These DAF accounts were previously identified as fund type “A” for internal recording and tracking purposes

b. Grants made from Type A accounts to UA funds are processed as follows (these procedures do not apply to Grants requested for non-UA qualified charitable entities):

i. Donor submits Grant Recommendation to Planned Giving to be approved by DAF Board of Trustees
   • Once approved, Planned Giving sends Grant Recommendation and approval to Regions Bank and requests the distribution(s) be made
   • Regions sends check and acknowledgement letters to Planned Giving
   • Planned Giving prepares a Distribution form; the check, distribution form, and related documents are sent to Financial Accounting & Reporting (326 Rose); copy of all documents are sent to Adv. Services
   • Financial Accounting records the grant to the appropriate UA account
• Adv. Services does not record a gift as long as the grants to UA are less than the amount of the DAF contribution(s) already booked as a gift to UA

ii. Once the amount of grants to UA exceeds the amount of the DAF contribution(s) already booked as a gift to UA, all future grants from the DAF to UA are processed in accordance with item 3. Below

3. Grant Recommendations from DAF Accounts

a. All Grant Recommendation forms will be sent to Planned Giving to process for approval by DAF Board of Trustees

b. For non-UA Grant Recommendations, a due diligence checklist will be completed

c. DAF Board of Trustees reviews & approves all Grant Recommendations (UA and non-UA) prior to distribution; Office of Counsel assists with this process by distributing an Official Action by Written Consent to the DAF Board of Trustees

d. Once approved, Planned Giving scans & emails the Grant Recommendation form and the DAF Board of Trustees approval document to Regions Bank requesting a distribution from the DAF

e. NON-UA GRANTS: Regions prepares and mails the letter(s) and check(s) to the contact person on the Grant Recommendation form with a copy sent to the Planned Giving

f. UA GRANTS:

i. Regions sends all checks and letters directly to Planned Giving
   • Letters will be addressed to the Dean/division receiving the funds
   • Planned Giving will forward letter & copy of check to appropriate college/division

ii. Planned Giving sends a Gift Transmittal form, the check, a copy of acknowledgement letter & Grant Recommendation form to Adv. Services

iii. Adv. Services records the grant as a gift against the Pledge on the DAF Fund record with soft credit given to the appropriate Founder(s) of the DAF

iv. Adv. Services does not receipt a grant recorded as a payment against the Pledge

4. Additional Contributions to an Established DAF

a. All contributions to a DAF account are to be sent to Planned Giving (355 Rose Administration) for processing or Planned Giving should be notified in the event a
contribution is made via wire transfer directly to Regions Bank

b. Contributions to the DAF account will be recorded as a Pledge on the DAF Fund record in accordance with relative provisions of the Agreement or as instructed by the donor at the time the contribution is made to the DAF account (a minimum of 50% of the contribution qualifies as an irrevocable gift to UA unless special provisions apply, as approved by the DAF Board of Trustees)

c. Planned Giving will send a Gift Input form for the Pledge amount, a copy of the Agreement, and a copy of the check with any related correspondence to Adv. Services

5. Recordkeeping

a. Planned Giving maintains a spreadsheet to track contributions from donors, grants recommended for UA and Non-UA programs/entities, and database IDs for the DAF Fund record & Founder(s)

b. Adv. Services attaches the spreadsheet to the transaction recorded on the respective DAF Fund record in Millennium

c. Adv. Services will not send Pledge reminders to DAF Funds