

Delaware Valley University
Charitable Gift Policies
and
Procedures

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Delaware Valley University

Charitable Gifts Policies and Procedures

(To be approved by the Campaign Steering Committee - Revised 4/12/10, 5/27/10, 8/19/10)

General Guidelines for the Acceptance of Gifts

When accepting charitable gifts of any type, Delaware Valley University will follow the current standards set forth in IRS Publications #526 and #1771, which outline IRS tax rules regarding tax-deductibility and receipting of such contributions. The University will also utilize the CASE Management and Reporting Standards for guidance. Exceptions to the CASE Standards will only be made by approval of the President.

Delaware Valley University depends upon gifts and grants to underwrite and to enhance the programs and facilities of the University. No gift will be accepted which makes it necessary for the University to alter its programs to comply with the stipulations of the donor, unless approved by the Board of Trustees.

Gifts are accepted with the understanding that the contribution is strictly non-reciprocal and that the contributor has no benefits – expressed or implied. Further involvement or control by the donor after gift acceptance is considered inappropriate.

If the intent of a gift to the University is within the University's mission, Delaware Valley University will accept the gift and assure adherence to the stipulations of the donor in the use of the funds. Contributions supporting projects or programs outside the mission of the University must be referred to the appropriate committee of the University's Board of Trustees for action. The Board of Trustees is the final authority on the acceptance, designation, and use of all gifts.

Delaware Valley University may, on occasion, enter into a contract agreement with another entity to provide research or another benefit to another entity in exchange for compensation. Such contracts will be excluded from the institution's fund-raising totals.

All gifts received by the University will be processed by the Office of Advancement Services to assure proper documentation of the contribution and acknowledgement/receipting to the donor.

Gift Types – Definitions and Acceptance Policies

The following represent the most common form of gifts to Delaware Valley University and should not be considered a comprehensive listing of current or future gifts.

Cash, Checks, Credit Cards

Policy: The University records gifts of cash and checks on the date the gift is processed, typically the date of constructive receipt. Year end contributions must have envelopes post marked to be processed for the same year.

Credit card gifts are recorded on the date the transaction is authorized by the lender (credit card company).

Assignment of Income

Definition: A constituent may assign to an institution income that would have been received by the constituent from a third party as payment for a service such as service on a corporate board or an honoraria for a speaking engagement.

Policy: The University will credit assignment of income gifts to the person/organization making the payment.

If the individual has waived all rights to the payment and has suggested that, in lieu of payment, the organization make a contribution to Delaware Valley University, the University will give the organization hard credit for the gift and issue a soft credit to the individual in the same amount.

When the exact circumstance of the gift assignment is unclear, a Delaware Valley University Advancement Officer will contact either the individual or the organization for clarification.

Life Insurance Policies

Policy: Gifts of whole life insurance policies will be considered a gift only if Delaware Valley University has been named both owner and irrevocable beneficiary of the policy.

A partially-paid or fully-paid life insurance policy will be accepted as an outright gift at the policy's cash surrender value on the date of the gift as provided in writing by the insurance provider.

New or partially paid policies on which the donor intends to make premium payments to the insurer or to Delaware Valley University (which in turn will pay the insurer) will be counted as outright gifts at the full value of the premiums paid. However, Delaware Valley University encourages contributors of such policies to make premium payments directly to the University to facilitate accurate donor acknowledgement and receipting.

Death benefits should be recorded as gift income only if the policy has never been previously recorded as a gift.

Stocks and Securities

Policy: Marketable securities will be counted at the average of the high and low quoted selling prices on the date the donor relinquished control of the assets.

Delaware Valley University bases the value of a stock gift on the date the stock comes under the University's control. The following guidelines are provided to assist in the determination of that date:

- Stock certificates that are mailed by the U.S. Postal Service will be considered a legal gift as of the date of the postmark for the certificate or signature guaranteed stock power, whichever is later.
- Stock certificates sent by a third-party carrier (UPS, Federal Express) will be considered a legal gift as of the date of receipt by Delaware Valley University.
- Stock certificates registered in Delaware Valley University's name will be considered a legal gift as of the date of registration.
- Electronically transferred stock shares will be considered a legal gift as of the date the stock is credited to Delaware Valley University's account.

Closely Held Stock

Definition: Stocks that are not publicly traded.

Policy: Delaware Valley University will accept gifts of closely held stock at the fair market value placed on them by a qualified independent appraiser as required by the IRS, if the stock exceeds \$10,000 in value. (This figure may be obtained from IRS Form #8283, which the donor must provide to the University.)

Closely held stock valued at less than \$10,000 will be accepted at the per-share cash purchase price of the most recent transaction. If no transactions have taken place during the report period in which the stock was donated, Delaware Valley University will accept the valuation of the independent certified public accountant who maintains the company's books.

Gifts-In-Kind

Definition: Gifts-in-kind are generally defined as non-cash donations of materials or long-lived assets ("goods"). Contributions of service, while appreciated, are not generally deductible. Contributions of goods may be deductible to the extent allowed by law.

Policy: No gift-in-kind will be accepted without a completed Delaware Valley University Gift-In-Kind Acceptance Form (**Appendix A, Instructions and Acceptance Form**).

The University reserves the right to liquidate any Gift-in-Kind after the required holding period set by the IRS.

Real Property

Definition: Real property is defined as land, its natural resources, and any permanent buildings on it. Real property becomes a gift to the institution when a transfer of ownership has taken place and a clear title to the property has been delivered to the University or its legal agent.

When accepting any gift of real property, the Delaware Valley University Office of Institutional Advancement will work closely with the University's legal counsel, the Vice President for Business and Administration, and the Board of Trustees in pursuit of due diligence. In some instances an environmental study may be done. The contributor of the property may be requested to secure, at his/her expense, an appraisal by a qualified, independent appraiser.

For specific policies governing acceptance of real property, please refer to **Appendix B**, General Guidelines for the Acceptance of Real Property Gifts to Delaware Valley University.

Personal Property (Gifts-In-Kind)

Definition: Anything other than real property that is subject to personal ownership, and falls into one of two categories: tangible and intangible (intellectual property) assets. Tangible assets may include collections of art, books, vehicles, livestock, securities, equipment, etc. Intellectual property is an intangible asset that has been produced through creativity and innovation and might include patents, copyrights, or computer software development.

Policy: Gifts of both tangible and intangible property are accepted at their fair market value. Delaware Valley

University complies with the IRS requirement that the donor has the responsibility for valuing property donated. The acknowledgement letter will contain a description of the item donated, but will not include the value.

Gifts with a fair market value of *more than \$5,000* will be accepted at the value placed on them, in writing, by one of the following:

- An independent appraiser (highly recommended)
- The donor with verification from a qualified expert on the faculty or staff of the institution.
- A qualified expert on the faculty or staff of the institution, but not an individual whose fundraising totals are directly affected by the gift. The faculty or staff member must provide, in writing, his/her qualifications and the facts for determining the value.

An independent appraisal must contain the following information:

- Name, address and qualifications of the appraiser
- Date of the appraisal
- Description of property appraised
- Method of valuation
- Facts and analysis used in determining value

If the donor requests completion of IRS tax form 8283, the donor must provide the form, complete sections I through III and attach it to the Gift in Kind Acceptance Form for completion of section IV. It is recommended that the donor consult their tax advisor to determine whether or not they are required to file form 8283.

Gifts with a fair market value of *less than \$5,000* will be accepted at the value placed on them, in writing, by one of the following:

- An independent appraiser
- The donor
- A qualified expert on the faculty or staff of the institution, but not an individual whose fundraising totals are directly affected by the gift. The faculty or staff member must provide, in writing, his/her qualifications and the facts for determining the value.

For specific policies governing acceptance of personal property for University fundraising events, please refer to **Appendix D**. Institutional Advancement Event Policies and Procedures.

Quid pro quo Gifts Definition: The IRS defines a quid pro quo gift as “a payment made partly as a contribution and partly in consideration for goods or services provided to the payor by the donee organization”.

Policy: As a standard guideline, Delaware Valley University will record and report all *quid pro quo* contributions only at the amount of the gift that exceeds the value of benefits the donor may receive from the University in return for the gift.

When a corporation or other organization provides sponsorship funds for an activity or event and, in return, receives recognition at the event or in accompanying publications, the corporation or organization will receive credit for their gift limited to IRS regulations.

Delaware Valley University will not display competitive pricing or product information in consideration of a

corporate or organization's sponsorship. To do so would constitute what the IRS defines as "advertising", which would be considered an "exchange transaction" and not a charitable gift. Delaware Valley University will provide only simple name and/or logo placement in consideration of a corporation's sponsorship.

Grants

Definition: A contribution from a corporation, foundation, organization, or government agency for either unrestricted or restricted use in the furtherance of the institution. Grants may be either solicited or unsolicited.

An unsolicited grant is one that did not result from a formal grant proposal. The institution is not required or asked to commit specific resources or services and is not required to report to the donor of the grant on the use of the funds.

A solicited grant is one awarded to an institution as the result of the institution submitting a grant proposal. The institution commits resources or services as a condition of the grant, and the grantor often requests an accounting of the use of the funds.

Policy: Delaware Valley University routinely submits grant proposals to charitable foundations, corporations, government agencies and other organizations in support of the University's programs and projects. The Office of Institutional Advancement works closely with administration and the faculty to identify funding sources and prepare compelling proposals. During the proposal process, questions concerning Delaware Valley University's commitment of resources to the potential funding organization will be addressed and a determination made as to whether to pursue and/or accept funding should the proposal be granted.

Pledges

Definition: A pledged gift (or a promised gift) can be made only by the entity who has legal control over the assets to be given. Pledges are of two varieties – oral and written. An oral pledge is one made through an authorized phonathon campaign. A written pledge documents the total dollar amount to be contributed and the fixed time schedule within which the gift will be made.

Policy: Delaware Valley University accepts phonathon pledges for the Unrestricted Annual Fund as well as long-term pledges for a specific purpose made as the result of a multiyear campaign. Such long-term pledges will not normally exceed a period of five years.

Oral pledges will be confirmed in writing by Delaware Valley University to the donor immediately following the pledge. For multi-year pledges a signed pledge form by the donor is to be obtained prior to the pledge counting towards the campaign. With the exception of phonathon pledges all pledges need written documentation prior to being recorded in the Office of Institutional Advancement fundraising software. Any exception must be approved in writing by the President.

Annual pledges will be reviewed on a regular basis, and will be considered unfulfilled and subsequently written off if not satisfied within twelve (12) months from the date of the original pledge.

Long-term pledges to a specific campaign objective will be reviewed annually to ascertain their viability and likelihood of fulfillment. If the Office of Institutional Advancement team determines fulfillment is unlikely and/or the donor fails to supply an updated payment schedule, the pledge will be written off.

Planned/Deferred Gifts – Definitions and Acceptance Policies

General Definition: A planned (or deferred) gift is a commitment that will not be realized by the institution until some time in the future. A planned gift may provide the contributor with a tax credit or deduction.

For a bequest expectancy to be counted in a campaign towards the campaign goal, the donor must have reached the age of 70 (seventy) by close of the campaign.

Bequest Expectancies

Definition: Bequest expectancies are provisions in a will, trust, or other testamentary legal document providing a gift to charity according to applicable state law. Typically, these may be revoked before the donor's death unless accompanied by a legally enforceable contract.

Policy: Delaware Valley University accepts both unrestricted and restricted bequests. The University will honor the wishes of the donor in the use of a restricted bequest within the mission of the University.

The University will record an irrevocable bequest agreement at its present value.

The University will record bequest expectancies but not as gifts. The University will record as a gift a bequest at the time the funds are received from the Trustee or Executor of the donor's estate.

Charitable Gift Annuities (\$10,000 minimum/55 age minimum)

Definition: The irrevocable transfer to an institution of cash/securities when the institution contractually agrees to pay the donor (or his/her beneficiaries) a guaranteed annuity for life. The annuity rates are established by the American Council on Gift Annuities (ACGA). Because the transferred property has a value larger than the value of the annuity, the transaction becomes part gift to the institution and part purchase of an annuity from the institution. A tax deduction is allowed for the difference between the gift value and the amount required to fund the annuity (actuarial table).

Policy: Delaware Valley University abides by the current IRS regulations and CASE Management and Reporting Standards when accepting planned gifts of any type. When the gift is given with a restricted purpose, the University will honor the donor's wishes within the mission of the University.

Charitable Lead Trust

Definition: A trust that allows for one or more charitable organizations to receive income payments from the trust for a specified number of years. At the end of that term, the assets of the trust return to the donor or designee. This allows a donor to transfer assets to children while greatly reducing gift taxes.

Policy: Delaware Valley University abides by the current IRS regulations and CASE Management and Reporting Standards when accepting planned gifts of any type. When the gift is given with a restricted purpose, the University will honor the donor's wishes within the mission of the University.

Charitable Remainder Trust (\$50,000 minimum/55 age minimum)

Definition: An irrevocable, qualified trust in which a donor gives cash or assets to the trust, allowing the payment of income to one or more persons for their lives or a term of years. At the end of this time, the trust's assets are given Delaware Valley University.

Policy: Delaware Valley University abides by the current IRS regulations and CASE Management and Reporting Standards when accepting planned gifts of any type. When the gift is given with a restricted purpose, the University will honor the donor's wishes within the mission of the University.

Donor Types, Sources, and Recording Policies

Credit to Last Entity When a gift is received by Delaware Valley University through more than one entity (for example, a gift from the business account of an alumnus) the source of the gift will be the last of the entities through which it passed before reaching the University. In the above example, the gift would be recorded as coming from a "Corporation".

Likewise, a lump-sum gift from an organization representing multiple donations from a group of individuals would be recorded as a single gift from an "Organization".

When Delaware Valley University knows the relationship of a constituent to the entity making the gift, a "soft credit" (cross-reference notation in the individual's record) will be given to the constituent. This is done for gift recognition purposes, and does not constitute "double counting" of gifts.

Donor Categories Delaware Valley University defines donors in several categories, which are listed below (in order of hierarchy):

1. Alumnus, Alumni Couple, Alumnus-non-degreed
2. Parent-Current, Parent-Former
3. Friend
4. Student
5. Trustee-Current, Trustee-Former, Trustee-Emeritus, Trustee-Honorary
6. Faculty/Staff-Current, Faculty/Staff-Former, Faculty/Staff-Emeritus
7. Corporation/Business
8. Foundation-Family/Private, Foundation-Corporate
9. Civic Organization
10. Religious Organization
11. Trust or Realized Gift from Estate
12. Government Agency

Policy: For purposes of gift crediting, when a donor is a member of one or more identifiable constituent groups, the gift will be credited according to the hierarchy established in the gift processing system.

Corporations The term “corporation” includes businesses, partnerships, cooperatives, and closely-held family companies, and other entities that have been organized for the purpose of making a profit. The term also relates to industry trade associations and company-sponsored foundations – those created by business corporations and funded exclusively by their companies.

Matching Gifts

Definition: Gifts made by businesses that match the voluntary contributions of employees or other eligible participants (retirees, board members, or, occasionally, spouses).

Policy: Matched gifts from corporations or company-sponsored foundations will be accepted and credited as a corporate gift and not from the individual whose gift is being matched. The individual donor will receive a soft credit for the matched gift. Delaware Valley University will record matching gifts in accordance with the instructions and policies of the matching gift company. If no instructions are provided or are unavailable by another means, the matching gift will be credited as an unrestricted gift, or applied to the designation which the donor has specified his/her initial gift. In other words, the match will “follow” the original gift, unless specific instructions are received for gift crediting are received or available from the matching company.

Delaware Valley University will comply with the requirements of the matching entity.

Gift Recognition (Soft Credit) Delaware Valley University gives gift recognition (soft credit) to donors who may not receive the actual credit for the gift under the standards above.

Alumni Couples

When a gift is made by an alumnus/a who is married to an alumna/us, the one who signed the check receives credit and the other receives soft credit.

Corporate Principals

When the principal of a corporation is instrumental in securing a corporate gift, the corporation receives credit and the principal receives soft credit.

Donor Advised Funds

When a gift comes from a donor advised fund, the organization receives credit and the individual receives soft credit.

Fundraising Consortia

When a gift comes from an organization which attributes contributions from specific individuals, the organization receives the credit and the individual(s) may receive soft credit.

Independently Administered Matching Gifts

When a matching gift comes from an independently administered program (such as a foundation or fund), the foundation or fund receives credit and the company and the individual receive soft credit.

Personal and Family Foundations

When a gift is received from a personal or family foundation, the foundation receives credit and any or all family members receive soft credit as may be requested by the foundation.

Gift Purposes, Definitions, and Policies

Outright Gifts for Current Operations

Definition: Outright gifts given specifically for current operations, including those restricted to a specific current use.

Unrestricted Annual Fund

Policy: Delaware Valley University gives priority to giving for general support and operation of the University through its Unrestricted Annual Fund. Gifts to the Unrestricted Annual Fund will be spent within the current fiscal year, and will have no donor-specified use. Delaware Valley University does not report to donors how unrestricted gifts are used, except as deemed appropriate for donor stewardship.

Restricted Annual Fund

Policy: Delaware Valley University accepts restricted gifts for approved special projects or programs and may solicit such support from the University's constituencies. Acceptance of a gift with a donor-specified purpose (restricted gift) does not imply continued donor control of the gift. Delaware Valley University honors the donor's direction of which department or project should be the recipient of their contribution, provided the purpose for which the gift is made is in accordance with the programs and policies of Delaware Valley University.

Outright Gifts for Capital Purposes

Definition: Outright gifts for such purposes as property, buildings, equipment, endowment funds, and student loan funds. Examples of outright gifts for capital purposes include:

Property

- *Real and personal property given for the use of the institution*
- *Monetary gifts made for the purpose of purchasing buildings or other property for the use of the institution*
- *Gifts restricted for construction or renovation of a building or other facility*
- *Gifts made for debt satisfaction.*

Endowment

Definition: Endowment funds are those that donors specify to be retained and invested for income-producing purposes. Endowment income can be either restricted or unrestricted, based on donor direction. Funds are to be used to support scholarships, professorships, library acquisitions, etc.

Refer to Appendix C, General Guidelines for the Acceptance of Minimum Endowment Levels.

Perpetual Endowments

Carry a stipulation that the fund's principal be maintained inviolate and in perpetuity, but that all or part of the income derived from investment may be expended.

Term Endowments

Are endowments in which a donor or other outside agency has stipulated that the fund's principal is to be maintained inviolate until a particular event or for a stated period of time, after which all or part of the principal may be expended.

Quasi-endowments

Are not true endowments but are established by an institution's governing body to act as endowments. While quasi-endowments are established for the same purposes as permanent endowments, any portion may be expended at the discretion of the Board of Trustees.

Developing Endowment

Is a plan to give or raise sufficient funds to reach the minimum endowment level with a five-year period. If the minimum endowment is not reached by the end of the five-year period, the University will expend the donated funds for a purpose as close as possible to the original intent of the donor.

Policy: Following due diligence, Delaware Valley University will consider all forms of outright gifts for capital purposes, including all forms of endowments cited above, in accordance with CASE Management and Reporting Standards and the University's mission statement. When accepting gifts of real property for any purpose, the University will adhere to the policies and procedures outlined in the University's acceptance of real estate procedure. Donors of perpetual and other endowments may be required to sign an appropriate Endowment Agreement (supplied by the Office of Institutional Advancement), which outlines the purposes and guidelines under which the gift was established.

Giving Clubs and Recognition Societies

Delaware Valley University has established giving clubs to recognize, honor, and thank donors who provide financial support to the University in specific gift ranges. Members of these clubs are listed in the annual report and may receive recognition in the form of having their names placed on various wall-mounted plaques, for example, throughout the University. The following giving societies currently exist at Delaware Valley University:

Annual Contributions:

- 1896 Society - \$1,000+ Annually
- Cornerstone Circle - \$100,000+
- Scholar's Circle - \$50,000 to \$99,999
- Chairman's Circle \$25,000 to \$49,999
- Trustee's Circle \$10,000 to \$24,999
- President's Circle \$5,000 to \$9,999
- Dean's Circle \$2,500 to \$4,999
- Faculty Circle \$1,000 to \$2,499
- Green and Gold Club \$500 to \$999
- Pioneer Club \$250 to \$499
- Century Club \$100 to \$249

Planned Giving:

- Founders Society – membership requires documentation of a planned gift.

In-Kind Gifts

- Annual gifts-in-kind will be recognized at same giving levels as describe above.

Capital Projects for Recognition

To have a name placed on new construction normally requires 50% of the cost of the construction project and approval by the Board of Trustee Development Committee and the President. Naming for a renovated project requires approval by the President and Board of Trustees Development Committee with a pre-determined percentage cost that may vary dependent on the project.

Recognition

All donor recognition (plaques, named funds, events, etc.) provided will be managed and approved by the Office of Institutional Advancement.

Constituent and Gift Records

The Delaware Valley University Office of Institutional Advancement maintains a constituent file on all alumni of the University as well as its Trustees, current and former, corporations and other individuals who are donors to or friends of the University.

Confidential information about constituents (donors and non-donors) in oral form or electronic, magnetic, or print media is protected so that the relationship of trust between the constituent and Delaware Valley University is upheld. Information sought and recorded will include only data that can be verified and attributed, as well as constituent information that is self-reported via correspondence, surveys, questionnaires, etc. Third party information resulting from peer screenings and other contacts may be reported with proper documentation.

- Donor Anonymity – Delaware Valley University honors all donor requests for anonymity related to their gifts to the University.

Amendment or Exception to Policies

A recommendation by the Development Committee of the Board to the full Board of Trustees to be voted on, by the full Board, is required to change, amend or make an exception to these policies and guidelines.

APPENDIX A

Gift(s) in Kind Acceptance Form Instructions

The Gift-In-Kind form must be completed in its entirety, including all documentation, and approved by the below individuals **prior to acceptance of the gift**. If several items are donated by an individual or many individuals for an event, please **list** each item separately in MS Excel or MS Word including the following information for each gift:

Donor's Name

Donor's Address

Name of Business (If applicable)

Contact Person and Title

Description of the Gifts

Intended Use

Fair Market Value of Gifts

*Include a signature line for the cabinet member or dean's approval.

The corresponding department cabinet member or dean must approve and sign off on the Gifts in Kind donation list.

Contributions of services, while appreciated, are not generally deductible. Contributions of goods may be deductible to the extent allowed by law.

It is the donor's responsibility to provide a value in writing of the item contributed. The value of the item will not be provided on the acknowledgement, only the description of the item donated.

Gifts with a fair market value of *more than \$5,000* will be accepted at the value placed on them, in writing, by one of the following:

- An independent appraiser (highly recommended.)
- The donor with verification from a qualified expert on the faculty or staff of the institution.
- A qualified expert on the faculty or staff of the institution, but not an individual whose fundraising totals are directly affected by the gift. The faculty or staff member must provide, in writing, his/her qualifications and the facts for determining the value.

An independent appraisal must contain the following information:

- Name, address and qualifications of the appraiser
- Date of the appraisal
- Description of property appraised
- Method of valuation
- Facts and analysis used in determining value

If the donor requests completion of IRS tax form 8283, the donor must provide the form, complete sections I through III and attach it to the Gift in Kind Acceptance Form for completion of section IV. It is recommended that the donor consult their tax advisor to determine whether or not they are required to file form 8283.

Gifts with a fair market value of *less than \$5,000* will be accepted at the value placed on them, in writing, by one of the following:

- An independent appraiser
- The donor
- A qualified expert on the faculty or staff of the institution, but not an individual whose fundraising totals are directly affected by the gift. The faculty or staff member must provide, in writing, his/her qualifications and the facts for determining the value.

Every item must have a value –“priceless” is not acceptable.

Gift(s)-In-Kind Acceptance Form

****Please return all completed forms to the
Director of Advancement Services
House 1, 2nd floor. Ext. 2424***

Donor's Name _____

Address _____

City _____ State _____ Zip _____ Phone (____) _____

Name of Business (If Applicable) _____

Contact Person and Title _____

Description of Gift(s) and Intended Use _____

Fair Market Value of Gift(s) _____

Department Receiving Gift _____

Person Soliciting Gift _____

****Gifts-In-Kind must be approved by the below prior to acceptance of the gift:***

Dean (Academic Department)

OR

Cabinet Member (Non-Academic Department)

VP for Institutional Advancement

APPENDIX B

GENERAL GUIDELINES FOR THE ACCEPTANCE OF REAL PROPERTY GIFTS TO DELAWARE VALLEY UNIVERSITY

In connection with any proposal relating to the acceptance of a gift by Delaware Valley University to title to real property, the following documents and information are to be furnished by the Office of Institutional Advancement to the Vice President for Finance and Administration. In some instances an environmental study may be done. The process of establishing University interest in accepting a gift of real estate shall begin with the initial gathering of the following basic information by the Office of Institutional Advancement on their Real Estate Gift Report:

- The name, address, and telephone number of the proposed donor. At the request of the donor, anonymity will be honored.
- A statement of the relationship of the donor to the University.
- A statement of the reasons for the donor's desire to make the gift and the reasons for the University to accept the gift.
- A general description of the property including address, any structures (above and below ground), past uses of the property, neighborhood characteristics, setting and zoning.
- A statement as to whether the contribution is of the donor's complete or partial interest in the property. Delaware Valley University shall not accept as a gift a partial, fractional, or minority interest in real property.
- A list of any personal property to be included with the gift.
- Copies of current real estate tax bills and special assessment bills.
- Description of on-site inspection by University personnel.
- Statement of encumbrances, notes, trust deeds or mortgages, along with current mortgage statements.

This information shall be forwarded to the Vice President for Finance and Administration's office for review. If it is determined that the University could potentially benefit from this donation of real property, the following documents are required to be provided by the potential donor at his/her expense before the University can make a final decision to accept title to the property:

- A legal description and survey of the property showing any easements and rights of way.
- If the parcel of land is improved with a building which is occupied, the name of the persons or businesses occupying the space, together with a copy of the leases relating to those occupancies or a summary of the business terms of each lease.
- If the parcel of real property is used for commercial purposes, an income and expense statement of the property for the last three years.

APPENDIX C

GENERAL GUIDELINES FOR THE ACCEPTANCE OF MINIMUM FUND LEVELS

The following are minimum levels at Delaware Valley University for named funds:

Endowment:

- Chair - \$2,500,000
- Professorship - \$1,500,000
- Full Scholarship - \$1,000,000
- Lecture Series - \$100,000
- Technology Fund - \$100,000
- Scholarship Fund - \$50,000
- Library Book Fund - \$ 25,000

New Capital Additions or Renovations:

To name new building/addition 50% of cost of the entire project Renovated building/room dependent on specific renovation

Previous minimum levels of endowments are grandfathered.

APPENDIX D

Institutional Advancement Fundraising Event Policies and Procedures

The following policies and guidelines have been created to outline gift allocation and acknowledgement while, at the same time, ensuring compliance with IRS requirements. The following is a list of items that are required to properly record and acknowledge donations received. Please forward all information to the Institutional Advancement Office within one week after the fundraising event.

Designation of Checks and Receipt of Cash

Checks related to the event must be made payable to Delaware Valley University. All proceeds, checks and cash must be delivered to the Institutional Advancement Office along with an accounting of all monies and supporting documentation (the cost/donation amount for each ticket, forms, etc.) received within one week after the fundraising event.

Gift(s)-In-Kind (non-monetary donations)

The Gift-In-Kind form must be completed in its entirety, including all documentation, and approved by the below individuals **prior to acceptance of the gift**. If items are donated by multiple individuals for an event, please **list** each item separately in MS Excel or MS Word including the following information for each gift:

Donor's Name

Donor's Address

Name of Business (If applicable)

Contact Person and Title

Description of the Gifts

Intended Use

Fair Market Value of Gifts

*Include a signature line for the cabinet member or dean's approval.

Donor's Name

Donor's Address

Name of Business (If applicable)

Contact Person and Title

Description of the Gifts

Intended Use

Fair Market Value of Gifts

*Include a signature line for the cabinet member or dean's approval.

The corresponding department cabinet member or dean must approve and sign off on the Gifts in Kind donation list.

Contributions of services, while appreciated, are not generally deductible. Contributions of goods may be deductible to the extent allowed by law.

Important Points to Remember:

- It is the donor's responsibility to provide a good faith estimate of the item contributed. The value of the item will not be provided on the acknowledgement, only the description of the item donated.

Gifts with a fair market value of *more than \$5,000* will be accepted at the value placed on them, in writing, by one of the following:

- An independent appraiser (highly recommended)
- The donor with verification from a qualified expert on the faculty or staff of the institution.
- A qualified expert on the faculty or staff of the institution, but not an individual whose fundraising totals are directly affected by the gift. The faculty or staff member must provide, in writing, his/her qualifications and the facts for determining the value.

An independent appraisal must contain the following information:

- Name, address and qualifications of the appraiser
- Date of the appraisal
- Description of property appraised
- Method of valuation
- Facts and analysis used in determining value

If the donor requests completion of IRS tax form 8283, the donor must provide the form, complete sections I through III and attach it to the Gift in Kind Acceptance Form for completion of section IV. It is recommended that the donor consult their tax advisor to determine whether or not they are required to file form 8283.

Gifts with a fair market value of *less than \$5,000* will be accepted at the value placed on them, in writing, by one of the following:

- An independent appraiser
- The donor
- A qualified expert on the faculty or staff of the institution, but not an individual whose fundraising totals are directly affected by the gift. The faculty or staff member must provide, in writing, his/her qualifications and the facts for determining the value.

Every item must have a value –“priceless” is not acceptable. A value of priceless will not allow the donor to take a tax deduction of the contributed item.

You may also wish to send the donor a personal thank you note for their contribution; however, such correspondence should not contain the value of the item, nor any reference to the tax-related language “no goods or services were received” ...

Silent Auction Winners

A list of all silent auction winners must be provided, including the following information:

- Winner's Name
- Address
- Amount Paid
- Value of Item
- Method of Payment – Cash or Check (include check number)
- Description of Item Purchased

Silent auction winners will receive tax credit for any excess paid over the value of the item. For example, the silent auction winner paid \$100.00 for a painting and the painting's fair market value is \$50.00. This winner would receive a \$50.00 tax credit.

Attendee/Non Attendee Donor List

A list of all attendees and non attendees must be provided, including the following information:

- Donor's Name
- Donor's Address
- Method of Payment – Cash or Check (include check number)
- Number of Tickets Purchased
- Number Attended
- Value of Good or Service Received

Event attendee donors may receive partial tax credit for a ticket purchase. The value of the good or service received will be deducted from the ticket purchase price. For example, if the ticket cost is \$20.00 and the value received (i.e. lunch) is \$10.00, the tax credit amount is \$10.00.

Event non attendee donors who purchase a ticket and are not in receipt of the ticket will get full tax credit for the cost of the ticket since they did not receive any benefit.

If a constituent purchases several tickets, full tax credit is given for the excess cost of goods received. For example, if a person purchases two tickets at \$20.00 each, one for themselves and one for a friend, the total amount is \$40.00, and the tax credit would be \$30.00 (assuming the cost of the lunch is \$10.00.)

Golf Outings If an individual/company pays for specific individuals who are playing in the golf outing, the cost will be subtracted from each player. However, if an individual/company sponsors players (players are chosen by Delaware Valley University not the donor) the gift will be treated as a full donation.

Event Entry Tickets Sold at the Door

All entry tickets sold at the door **must attach** the “Delaware Valley University – Tickets Sold at the Door Form”, to the payment received. This form does not get completed for raffle ticket purchases, unless, a donor purchases an entry ticket and raffle tickets using the same check. Please make sure that the “Ticket” and “Raffle Amount” is filled out and that the total of the two equals the check or cash amount

received. This form must be completed in its entirety to properly acknowledge our donors and to ensure IRS compliance.

Raffle Tickets and Proceeds

Keep cash and checks received from raffle sales separately.

All raffle ticket purchases will be entered and processed as one lump sum as an anonymous donation. Ticket purchasers will not be acknowledged nor receive tax credit.

If an attendee purchases both an event ticket and raffle tickets with one pay method type (i.e. check) the total purchase amount will be entered, but only a portion of the purchase will receive tax credit. For example, attendee gives a check totaling \$40.00 to purchase one event ticket for \$20.00 and \$20.00 in raffle tickets. \$40.00 will be entered as the total amount and the tax credit portion is \$10.00 (assuming the cost of the purchase is \$10.00.)