University of New Orleans Foundation
Financial Policies and Procedures

Gift Acceptance Policy

Issued: September 1, 2004

General Policy
The University of New Orleans Foundation ("Foundation") is organized as a nonprofit Louisiana Corporation exempt from Federal Income Tax liability by Internal Revenue Code Section 501(c)(3), and qualifies as a charitable organization IRC Section 509. The Foundation exists to secure and manage private gifts for the benefit of the University of New Orleans ("University").

Purpose
The purpose of this Policy is to provide guidance to the Foundation, the Advancement Staff and the University community to facilitate the gift-giving process. It will define the conditions under which the Foundation will accept gifts and to provide guidance to the University and Foundation fundraising staffs in the solicitation of gifts to the University or to the Foundation for the benefit of the University.

Definitions

General Principles

The Foundation's policy is based on the following principles:

- The Foundation will accept gifts that benefit the University's educational, research and public service purposes. Gifts will not be accepted by the Foundation unless there is a reasonable expectation that acceptance of the gifts will benefit the University's mission.
- Gifts will not be accepted that require current or future expenditures beyond the resources of the Foundation or the University.
- Gifts must not inhibit the Foundation or University from seeking gifts from other donors, be they similar or different, foreign or domestic.
- Gifts must not expose the Foundation or University to adverse publicity and, therefore, hamper public or donor relations.
- Gifts must not jeopardize the Foundation's tax exempt status.
- Gifts must not require unlawful discrimination.
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- The Foundation will urge all prospective donors to seek the advice of an attorney or CPA of the donor’s choice to review the income and or estate tax consequences of their gifts.

Definitions:

Gift
A gift is consideration given or unconditionally promised (pledged) for which the donor receives no direct benefit and requires nothing in exchange beyond an assurance that the donor’s intent in making the gift will be honored. Gifts made to the Foundation and gifts made directly to the University are both processed by the Advancement Office.

Sponsored programs or grants that require deliverable products are not covered by this policy.

Acceptance of Gifts
The Authority to accept gifts on behalf of the Foundation is vested in the Foundation Board of Directors. Because of the impracticability of involving the Board in every gift, the Board’s authority is delegated according to system outlined below.

Gift Classification System for the Purpose of Delegating Acceptance Authority:

Routine Gifts
- Gifts that are not described in the classifications below will be considered Routine Gifts and may be accepted by the Advancement or Foundation Staff.

Non-routine
- Charitable gift annuities, charitable remainder trusts or similar legal vehicles
- Insurance products
- Life estates
- Personal property with a Fair Market Value of greater than $5,000 if not to be used by the University (i.e., to be sold for cash proceeds)
- Gifts of any kind with significant donor restrictions
- Vehicles, air or water craft
- Gifts contingent on future actions of the University or the Foundation

Complex
- Non-publicly traded securities or other ownership interests
- Real Estate
- Real or tangible personal property subject to significant donor restrictions, e.g., requirements to operate the property or restrictions on disposing of the property
- Gifts of unusual items or with value difficult to measure or verify
- Gifts involving naming of University or Foundation facilities
Acceptance Authority

• Routine Gifts:
  - Routine Gifts may be accepted by the University Advancement Staff or the Foundation Staff (with all processing and acknowledgement to be performed by the Advancement Office).

• Non-routine Gifts:
  - Non-routine Gifts may be accepted by the University’s Chief Advancement Officer or Major Gift’s Officer with the review and approval of the Foundation President and CEO or Vice President and Chief Financial Officer.

• Complex Gifts
  - Complex Gifts must be approved by the Chancellor or his or her designee, the Foundation President and CEO, and the Foundation Executive Committee or such other committee as is designated by the Foundation Board by written resolution.

Gifts of Tangible Personal Property

The Foundation may accept gifts of tangible personal property, such as works of art; jewelry; antiques; coin, stamp and other collections; vehicles; manuscripts; and books. Such gifts may be accepted only after a thorough review indicates 1) the property will be used by the University or Foundation in furtherance of their missions and funds are available to maintain the property for its intended use, or 2) the property is readily marketable and there are no unreasonable restrictions imposed on the sale of the property.

The Foundation will retain the right to sell or otherwise dispose of personal property.

Gifts of Real Property

The Foundation may accept gifts of real estate, including houses, condominiums and commercial properties, farmland, rental property and undeveloped land, after a thorough review of the following:

• Location and condition of the property and adjacent properties
• Usefulness of the property for current or future University purposes or programs
• Marketability of the property
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- Existence of zoning or other property restrictions, covenants, easements, and/or other limitations
- Existence of encumbrances, such as mortgages or other debt or liens
- Carrying costs, such as property owner's association dues, taxes, insurance, and other maintenance expenses
- Environmental hazard potential as demonstrated by a Phase I Environmental Study for all property except residential property that has been used solely for residential purposes for a significant period
- Life Safety Code or other safety and security hazards

The Foundation will reserve the right to sell real property acquired by gift but may agree to a reasonable holding period not to exceed two years.

Appraisals

The Foundation reserves the right to require independent appraisals of property valued in excess of $5,000.

Gifts of Intangibles

- Gifts of stock in closely held corporations, undivided interests in real property, shares of restricted securities, and gifts of speculative value will require approval of the Executive Committee or such other committee as is designated by the Board.

Donor Restrictions

- The Foundation will accept gifts restricted by written donor instructions provided that the restrictions are in accordance with the University's mission and the Foundation's tax exempt purpose.
- The Foundation will generally not accept gifts that require continuing involvement or direction of programmatic or financial matters by a donor or donor's representative.
- Donors may not select or influence the selection of recipients of scholarships, professorships, chairs, awards, or other benefits derived from donated funds.
- Donors may not specify by name an individual that will control expenditures; such specification may only be made by University title or position.

Documentation

- Checks should be payable to the UNO Foundation. Non-cash gifts should be accompanied by a letter or act of donation that specifies the donor's intention.
- Donor's intentions for the use of the gift should be specified in writing, i.e., on the face of a check, Foundation donation form, or letter from the donor or donor's representative. The Advancement Office should acknowledge the donor's intention and the resulting restrictions in an acceptance response.
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- Written agreements signed by the Foundation President or Vice President and CFO will be required for deferred gifts.
- Written agreements signed by the Chancellor or his or her designee and the Foundation President will be required for Complex Gifts.
- Any gift agreements, regardless of classification of the gift under this policy, that require commitment of University matching funds, University programmatic decisions, or naming of University facilities must be signed by the Chancellor or his or her designated representative.
- Gift agreements shall be reviewed by Foundation outside counsel as appropriate as recommended by the Executive Committee
- Gifts received without written instructions will be considered unrestricted gifts.

Exceptions

Exceptions to this policy that are not specifically prohibited by the Foundation-University Affiliation Agreement must be approved by the Chairman and the President.

[Signature]
Patrick M. Gibbs
President and CEO
University of New Orleans Foundations