



University Compliance, Ethics, and Risk Office

UNIVERSITY OF CENTRAL FLORIDA

University of Central Florida Draft Policy Submission Cover Memo Form

Policy No. and Title:

Initiating Authority:

Initiating Authority Approval Date:

Date of Submission for Review:

Submitted by:

Department:

New Policy

Existing Policy (5-year Review)

Existing Policy (Out of Cycle
Review)

Summary of Revisions: (For a new policy, please provide a summary of the policy. For an existing policy, please provide a summary of the revisions made to the policy.)

Stakeholders included in the Review Process: (Provide a list of departments involved in the review/revision process.)

Stakeholder feedback must also be requested from the [Faculty Senate](#) and the [College Policy Liaisons](#). By checking the boxes below, you are confirming that feedback from these groups was requested, received, and considered in the draft policy.

College Policy Liaisons

Faculty Senate

Regulatory Requirements (if applicable): (Provide information on regulatory requirements pertaining to the policy, including specific statute or regulation number.)

Presenters: (Provide the name(s), position title(s), and email address(s) for all individuals who will be presenting the policy to the university's Policies and Procedures Committee.)



Draft - UCF Foundation Donor Solicitation and Recognition

Policy Number	2-202. 32
Responsible Authority	Senior Vice President for Advancement and Partnerships and UCF Foundation Chief Executive Officer
Initiating Authority	Senior Vice President for Advancement and Partnerships and Foundation Chief Executive Officer
Effective Date	
Date of Origin	1/18/2006

APPLICABILITY/ACCOUNTABILITY

The University of Central Florida Foundation's policy relating to donor solicitation and recognition extends to any person, whether employed by the university or not, soliciting charitable donations on behalf of or for the benefit of the University of Central Florida or any direct support organization of the University of Central Florida.

BACKGROUND INFORMATION

The University of Central Florida Foundation, Incorporated ("Foundation") is a tax-exempt charitable organization under Section 501(c)(3) of the Internal Revenue Code and a direct support organization of the University of Central Florida ("University").

~~Advancement is a department within the university and provides the employees who are designated to work on Foundation matters. The Foundation raises funds to provide the university with resources for scholarships, and to provide the university with support to supplement its programs. UCF Advancement and Partnerships ("UCF A&P") is a division of UCF, separate from the Foundation. UCF A&P engages in fundraising, alumni engagement, donor relations, and partnership development (referred to as 'advancement') on behalf of UCF and the Foundation.~~

The Foundation is managed by the [Senior Vice President for Advancement and Partnerships](#), who also serves as the [Chief Executive Officer](#) for the Foundation. The [Senior Vice President for Advancement and Partnerships](#) supervises and manages all university ~~fund-raising~~[advancement](#) and alumni engagement activities, including ~~fund-raising~~[advancement](#) programs, alumni engagement programs, ~~Advancement~~[UCF A&P](#) employees, and cultivation,

solicitation, and stewardship of donors.

POLICY STATEMENT

[Fund-raising Advancement](#) encompasses all gift solicitations on behalf of the university and its direct support organizations and generally supports and encourages both unrestricted gifts to the university and designated gifts to academic and other university programs.

A gift is defined as an irrevocable and voluntary transfer of money or property by a donor for the charitable purpose designated by the donor. The donor does not receive a substantial return benefit, as defined by the Internal Revenue Service, and must release control over the gift. Such gifts may include cash, securities, property, bequests and gifts in-kind.

All gifts designated to benefit the university or its direct support organizations will be directed to the Foundation and the Foundation will be the entity responsible for issuing charitable receipts. [Advancement-UCF A&P](#) employees who regularly solicit gifts on behalf of the university or its direct support organizations report to the [Senior Vice President for Advancement and Partnerships](#).

Gifts or philanthropic grants will be directed to the Foundation unless the gift or grant involves sponsored research, an institutional review board (IRB) for the protection of human subjects, Institutional Animal Care and Use Committee (IACUC) for the protection of animal subjects, use or rights to use or own intellectual property or faculty fellowships and graduate assistantships. When a gift or philanthropic grant relates to research, the Foundation, UCF Office of Research, and the UCF Research Foundation will collaborate to determine the best placement of the gift or grant in accordance with UCF Policy 4-210 Distinguishing Gifts from Sponsored Awards and UCF Policy 4- 214 Proposal and Acceptance of Sponsored Awards for Research and Development.

Notwithstanding those solicitations covered by UCF Policy 4-210, [The Senior Vice President for A&P \(or similar title\) and Foundation CEO \("SVP CEO"\) shall have the final authority regarding the solicitation and acceptance of gifts. Provided, however, the SVP CEO shall consult with the UCF President and Board Chair of the Foundation on complex gift acceptance matters and may seek their additional approval where appropriate](#) ~~no solicitation can be made by any other individual for charitable contributions to the university without prior authorization from the Vice President for Advancement, or designee, for solicitations in excess of \$5,000 or which involve a cost to the university.~~ [Advancement-UCF A&P](#) employees are held to the highest standards of ethical conduct in fund-raising and other advancement work, are trained and educated in ethical fundraising standards and principles and are provided with resources to remain familiar with professional standards, including the Council for Advancement and Support of Education (CASE) Code of Ethics, the CASE Donor Bill of Rights, and the CASE Principles of Practice for Fundraising Professionals at Educational Institution.

~~The Foundation~~ [UCF A&P, on behalf of the Foundation](#), is solely responsible for maintaining the university's only authorized alumni and donor constituent [data based database](#), thereby protecting records as confidential and exempt under Florida statute.

In addition to the solicitation of gifts, [UCF A&P, on behalf of the Foundation](#), is responsible for the applicable donor recognition for gifts. It is the Foundation's policy to recognize donors in a timely and consistent manner to maintain the long-term relationships and comply with Internal Revenue Service rules and regulations.

Any waivers set forth the above policy shall be approved in advance by the [Foundation GEOSVP of UCF A&P](#). Waivers must be documented in writing and signed by the [CEO-SVP of UCF A&P](#) and appropriate university department head.

RELATED DOCUMENTS

[UCF Foundation Gift Acceptance Policy](#)

[UCF Foundation Donor Recognition](#)

[UCF Advancement and Partnership division policies and UCF Foundation-board approved policies may be obtained by contacting the department directly at \[gcounsel@ucf.edu\]\(mailto:gcounsel@ucf.edu\).](#)

[UCF Policy 4-210 Distinguishing Gifts from Sponsored Awards](#)

[UCF Policy 4-214 Proposal and Acceptance of Sponsored Awards for Research and Development](#)

CONTACTS

[University of Central Florida Foundation](#)[UCF Advancement and Partnerships](#), 12424 Research Parkway, Suite 250, Orlando, FL 32826, Phone (407) 882-1220

History: 2-202 1/18/2006; 2-202.1 1/20/2012; [2-202.2 11/6/2020](#)