

<b>Policies of the University of North Texas</b>	Chapter 9
<b>09.002 Fundraising and Private Support</b>	<b>Institutional Advancement</b>

**Policy Statement:** Philanthropic support is essential to the University of North Texas. Contributions from individuals, corporations, foundations, and other organizations are vitally important to the fulfillment of the University’s mission. This policy is intended to facilitate, coordinate, and manage fundraising activity so that donor intent aligns with University priorities. Through an intentional and strategic process, alumni, organizations and friends will be solicited and stewarded in a consistent and coordinated manner.

**Application of Policy:** This policy applies to all fundraising conducted on behalf of the University and all private support received by the University.

**Definitions:**

1. Conditional Gifts. “Conditional Gifts” means gifts or pledges that place requirements on the institution to perform some task or take some sort of action that it might not otherwise initiate. A conditional gift may also depend on some future event over which neither the institution nor the donor may have control. Examples of conditional pledges are challenge gifts, gifts for capital projects (if pledge is conditional on either raising funds or moving forward with plans to build or renovate), and pledges that are non-binding on the donor’s estate (revocable estate gifts). Conditional gifts will be carefully tracked and will not be considered a gift until the conditions are met or removed.
2. Endowments. “Endowments” means a fund where the principal is designated, by the donor, to be held in perpetuity or for set terms as specified in a gift instrument, and is not wholly expendable by the institution on a current basis.
3. Fundraising. “Fundraising” means an intentional and strategic process to solicit gifts and philanthropic grants for any University purpose from private sources such as individuals, organizations, corporations, and/or foundations. This Policy applies to all forms of fundraising for the benefit of the University. The Policy does not apply to instances when family or friends of a deceased person announce that contributions may be sent to the University in lieu of other remembrances.
4. Gift. “Gift” means a voluntary, philanthropic transfer of assets received from an individual, a corporation, a foundation, or other organization. A gift may be made through a number of vehicles, including but not limited to cash, stock, estates, trusts, in-kind, and real estate. The terms “gift” and “grant” are often used synonymously by donors and, as such, for the purposes of the application of these or other University policies, the terms shall be interpreted in order to give effect to the donor’s intent.

5. Unrestricted Funds. “Unrestricted Funds,” for the purpose of this policy, means funds received by the University or the UNT Foundation that are not restricted for a specific use by operation of law, institutional policy, directive of the donor or by the terms of the contract or any prior contract. The funds are received from a gift, including a planned gift, or royalty, copyright, patent, or other contract payments.

### **Procedures and Responsibilities.**

1. Fundraising Oversight and Coordination. University Advancement is responsible for overseeing all fundraising on behalf of the University. This includes the coordination of solicitations and proposals to individual, corporate, and foundation prospects. All fundraising activity (excluding solicitations of governmental grants and sponsored projects) is to be coordinated through the Vice President for Advancement or their designee. The Vice President for Advancement shall coordinate with other University and UNT System employees as necessary and appropriate. University employees who engage in fundraising activities on behalf of the University must coordinate with, and have their efforts approved by, University Advancement. Non employees wishing to fundraise on behalf of the University must contact University Advancement and obtain written permission prior to engaging in such efforts.

The Vice President for Advancement or their designee shall determine the appropriate person to undertake the solicitation of individual, corporate and foundation prospects on behalf of the University. University employees are responsible for complying with fundraising and gift acceptance procedures established by University Advancement.

All fundraising projects shall comply with Regents Rules, System Regulations, University policies, as well as federal and state laws.

Responsible Party: University Advancement, Vice President for Advancement, Faculty and Staff

2. Gift Acceptance. The acceptance of gifts shall be coordinated through University Advancement (excluding gifts related to governmental grants and sponsored projects). The authority to accept gifts for the benefit of UNT is vested in the Board of Regents, but the Board has authorized the President of the University to accept gifts under the conditions for acceptance set out in this policy and the Regents Rules (with the exception of gifts of real estate, which must be received by the Board of Regents in accordance with Regents Rule 11.300). The President has delegated the acceptance of gifts under \$500,000 to the Vice President for Advancement. The Vice President for Advancement shall ensure that all gifts conform to the requirements of University policies, System Regulations, Regents Rules, and applicable state and federal laws, prior to being submitted to the President for approval.

A gift that requires a commitment of funds, faculty or staff lines, university space, or other university resources shall be approved by the President, Provost and appropriate Dean (or his/her designee/s) prior to any commitment on behalf of the University. A gift or grant related to research must be approved by the Vice President for Research or their designee.

Responsible Party: President, Provost, Vice President for Advancement, Deans, Vice President for Research, University Advancement, Faculty and Staff

3. Gift Processing and Reporting. All university faculty and staff are responsible for forwarding all gifts and gift documentation to Gift Administration within University Advancement for recording, receipting, acknowledging and reporting purposes within two business days. This also includes items such as estate plans and distribution documentation.

Responsible Party: Faculty and Staff, University Advancement

4. Gifts from a Foreign Source. The Office of Development within University Advancement must report all gifts from a foreign source in accordance with Regents Rule 09.400. Further, in accordance with 20 U.S.C. §1011(f), all gifts from a foreign source with an aggregate value of \$250,000 or more within a calendar year must be reported to the U.S. Department of Education. University Advancement shall coordinate with Student Financial Aid and Scholarships (SFAS) to ensure that foreign gift reports are appropriately submitted using the Federal Student Aid's Electronic Application in accordance with 20 U.S.C. §1011(f).

Responsible Party: University Advancement, Student Financial Aid and Scholarships (SFAS).

5. Tax Deductibility Statement. All written statements concerning tax deductibility of contributions and/or values and benefits received in conjunction with a gift must be generated by Gift Administration within University Advancement.

Responsible Party: University Advancement

6. Use of Gifts and Unrestricted Funds. A gift shall be used for the purpose designated by the donor. All unrestricted gifts are to be used as designated by the Board of Regents and upon the recommendation of the President or their designee. Donor Relations in University Advancement will draft and execute all gift details with the appropriate gift documentation coordinating with Planned Giving and Corporate and Foundation Relations when needed.

Responsible Party: President, University Advancement, Faculty and Staff

7. Endowments. New endowment funds benefitting the University should be held by the UNT Foundation, Inc. Funds held by or for the benefit of the University must equal or exceed the required minimum amount for an endowment before funds can be endowed. The minimum amount required to establish an endowment fund is \$25,000. Gifts to create an endowment must be received within a five-year period, with a minimum of \$10,000 received within a three-year period. The President has the authority to make exceptions to this five-year rule. Minimums for named endowments are outlined in the UNT Policy 09.001.

Endowments will begin to earn income individually only when the minimum requirement for an endowment is met and official gift documentation is fully executed. After that time, the account will be classified as an endowment and invested accordingly. As outlined in UNT Policy 10.010, it is only after the endowment has been invested for one complete quarter that distribution to the companion spending account may begin.

Responsible Party: President, Provost, Vice President for Advancement, University Advancement

8. Named Expendable Scholarships. Named expendable scholarships must be a commitment of no less than \$5,000 or a five-year commitment of \$1,000 annually. Smaller scholarships may be submitted in memory or honor of an individual to an existing endowment or an area's general scholarship fund.

Responsible Party: Vice President for Advancement, University Advancement.

#### **References and Cross-references:**

Regents Rule 09.100, Gifts and Grants  
Regents Rule 09.200, Naming of Property, Programs, and Academic Positions  
Regents Rule 09.300, Endowment Funds  
Regents Rule 09.400, Gifts from Foreign Sources and Persons  
Regents Rule 11.300, Real Property Acquisition  
UNT Policy 09.001, Naming  
UNT Policy 10.010, Endowment Funds  
20 U.S.C. §1011(f)

Procedures are maintained by University Advancement.

**Forms and Tools:** Contact Advancement for appropriate documentation.

Approved: 8/1/1995

Effective:

Revised: 8/95; 9/95; 6/00; 8/04; 10/11; 07/19