

Policies of the University of North Texas	Chapter 9
09.002 Fundraising and Private Support	Institutional Advancement

Policy Statement: Private support is essential to the University of North Texas. Contributions from individuals, corporations, foundations, associations 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 University priorities are met and prospects are solicited 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. **Advancement Development Network (ADN).** The ADN is the formal group of authorized fundraisers for the University. The group values coordination, collaboration and consistency with fundraising activities across campus colleges, schools and units. The members promote donor-centered fundraising. The ADN includes all official fundraisers employed by units on campus, as well as other faculty and staff who participate in raising private support but who do not do so as a primary job function. Annually, all members are asked to sign the *Advancement Statement of Ethics and Code of Conduct*.
2. **Conditional Gift.** Any endowment, scholarship, or other gift, donation, or grant of money or property of any kind, or any contract award, the use of which is subject to conditions imposed, requested, or provided by a “foreign government” or “foreign person” and which conditions relate to the kinds of teachers or students who may benefit from such a gift or relate to the perspective, bias, or slant with which subject matter supported by the gift may be taught.
3. **Endowments.** Endowments are assets designated by the donor to be held in perpetuity.
4. **Endowed Chairs.** An endowed chair is a distinction awarded by the University to a faculty member in recognition of past accomplishments and the potential for continued original contributions to the academic enterprise. In addition to the academic honor given to the individual, an endowed chair provides funding for support of the faculty member’s teaching, research, and/or service responsibilities. Endowed chairs may be term limited.
5. **Endowed Faculty Fellowships.** Endowed faculty fellowships enable the University to attract and retain faculty members or to support the scholarly activities of a visiting

faculty member. The terms of the fellowship may be limited, renewable, or rotating for a term of years.

6. Endowed Graduate Fellowships. A graduate fellowship provides financial support to graduate students that does not have to be repaid by the recipient. Such fellowships may cover tuition and other costs, as well as a stipend.
7. Endowed Professorships. Endowed professorships, like endowed chairs, provide recognition for faculty accomplishments and provide support for a professor's teaching, research, and/or service. An endowed professorship may be term limited.
8. Endowed Scholarships. A scholarship is a type of financial support to an undergraduate student that does not have to be repaid by the recipient. Scholarships are most often given to students for one or both of the following reasons: achievement in academics or other areas, or financial need. Other appropriate recipient qualifications may include, but are not limited to, field of study, hometown, and extracurricular activities.
9. Fundraising. An organized effort to solicit gifts and philanthropic grants for any University purpose from private sources such as individuals, firms, corporations, groups, 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.
10. Gift. 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.
11. Unrestricted Funds. For the purposes of this policy, unrestricted funds are those funds received by the University or the UNT Foundation from a gift, including a planned gift, or from royalty, copyright, patent, or other contract payments, and the funds 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.

Procedures and Responsibilities:

Fundraising Oversight and Coordination. The Office of Development within the Division of 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 Office of the Vice President for Advancement or his or her designee. The Office of the Vice President for Advancement shall coordinate with other University and UNT System offices as necessary and appropriate.

In the spirit of collaboration, coordination and consistency, all faculty and staff who engage in fundraising activities on behalf of the University must coordinate with and have their efforts approved by the Office of the Vice President for Advancement and must be members of the University's Advancement Development Network. Membership requires the approval of the college/school/division's Dean or Vice President, the assigned Director of Development, and the Vice President of Advancement or his or her designee. Faculty and staff who are not members of the Advancement Development Network may not fundraise on behalf of the University. Individuals wishing to fundraise on behalf of the University who are not members of the Advancement Development Network should direct all inquiries to their designated fundraiser.

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

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

Responsible Party: Office of Development within the Division of Advancement, Vice President for Advancement, University Faculty and Staff

Gift Acceptance. The acceptance of gifts shall be coordinated through the Office of Development within the Division of Advancement (excluding gifts related to governmental grants and sponsored projects). 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 Vice President for Advancement shall ensure that all gifts conform to the requirements of University policies, Regents Rules, and applicable state and federal law, prior to being submitted to the President for approval.

A gift that requires a commitment of funds, personnel, space for housing, or other resources shall be approved by the President or his/her designee prior to any commitment action on behalf of the University.

Responsible Party: President, Vice President for Advancement, Office of Development within the Division of Advancement, University Faculty and Staff

Gift Processing and Reporting. All offices are responsible for promptly forwarding all gifts and gift documentation to the Office of Development within the Division of Advancement for recording, receipting, acknowledging and reporting purposes. This also includes items such as estate plan and distribution documentation.

Conditional gifts from a foreign source must be reported to the Texas Secretary of State by the Office of Development within the Division of Advancement in accordance with Regents Rule 09.400 and Texas Education Code §51.571-575. 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. The Office of Development within the Division of Advancement shall coordinate with the Department of Financial Aid 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).

All written statements concerning tax deductibility of contributions and/or values and benefits received in conjunction with a gift must be reviewed and approved by the Office of Development within the Division of Advancement.

Responsible Party: Total University, Office of Development within the Division of Advancement, Department of Financial Aid

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 the President or his or her designee. All unrestricted funds coming from gifts with a value over \$50,000, including unrestricted funds from planned gifts, shall be divided between endowment, operating and capital needs of the University by placing 25% of the total unrestricted gift income into a Cornerstone Fund within the University or the UNT Foundation and distributing the remaining unrestricted gift income for operating and capital needs as determined by the President or his or her designee.

The Division of Finance and Administration shall be responsible for ensuring that 25% of unrestricted funds received by the University from royalty, copyright, patent or other contract payments shall be placed into the President's Cornerstone Fund for the Future, a quasi-endowed account held in the University treasury.

Responsible Party: President or his or her designee, Division of Finance and Administration, Office of Development within the Division of Advancement, University Faculty and Staff

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 endowed account must be received within a five-year period, with a minimum of \$10,000 received within a three-year period. The President may waive this requirement. Minimums for named endowments are outlined in the UNT Policy 09.001.

University accounts will begin to earn income individually only when the minimum requirement for an endowment is met. After that time, the account will be classified as an endowment and invested accordingly. As outlined in the UNT Policy 10.010, it is only after the endowment has been invested for a full year that distribution to the companion spending account may begin. If, at any point of distribution, the fair market value of the endowment is at or below the corpus of the endowment, the distribution shall be net current yield.

Responsible Party: President, Provost, Vice President for Advancement, Office of Development within the Division of Advancement

References and Cross-references:

Regents Rule 09.100, Gifts and Grants

Regents Rule 09.300, Endowment Funds,

Regents Rule 11.300, Real Property Acquisition

UNT Policy 10.010, Endowment Funds

UNT Policy 09.001, Naming

20 U.S.C. §1011(f)

Texas Education Code §§ 51.571–.573.

Procedures are maintained by the Office of Development, Division of Advancement.

Forms and Tools: None.

Approved: 8/1/1995

Effective:

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