

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 4:002	Supersedes Policy Number: 4:002
Date: November 21, 2002	Dated: October 12, 1992
Subject: Solicitation and Acceptance of Funds or Gifts	
Initiating Authority: Executive Director for University Advancement	TBR Policy/Guideline Reference: 4:01:04:00, 4:01:07:02
Approved: President: Signature on File	

The purpose of this policy is to establish responsibilities and procedures regarding the solicitation and acceptance of gifts for the University, the APSU Foundation, the Governors Club, Alumni Association, Friends of Music, and other entities that solicit gifts on behalf of the University. The solicitation and acceptance of gifts is the function of the Office of the University Advancement. Individual members of the faculty and staff of the University who wish to solicit gifts are encouraged to do so but must coordinate their plans with the Office of the University Advancement prior to making contact with prospective donors.

The University recognizes the vital importance of private support. Gifts of real and personal property often allow us to accomplish objectives that would otherwise be impossible due to the absence or shortage of resources. These gifts can mean the difference between an average program and a quality one.

The following provisions will govern all solicitations and acceptance of gifts on behalf of the University.

Solicitation of Gifts

The Executive Director of University Advancement is designated by the President as the campus official authorized to approve and conduct activities for the purpose of soliciting gifts to the University. Faculty and staff are encouraged to solicit on behalf of the University; however, to avoid duplication and ensure a broad range of support, all efforts should be coordinated through the Executive Director of University Advancement prior to making contact with the prospective donor(s). All mail solicitations must be coordinated with the Office of University Advancement (prior to mailing to avoid multiple solicitations being sent to an individual during the same time period).

All major fund raising activities should be identified on the President's coordination calendar at the earliest possible date.

Solicitation of gifts that may require a commitment of University resources must be approved by the President.

Acceptance of Gifts

The following provisions will govern the acceptance of gifts by the University:

1. Only the Tennessee Board of Regents (TBR) may accept a gift if TBR acceptance is a condition set by the donor.
2. Only the Chancellor and Board may accept gifts of real property or any permanent interest in real property, and the title must be conveyed in the name of the Board of Regents of the State University and Community College System of Tennessee for the use and benefit of the University.
3. Any acquisition of real property by gift or devise which obligates the institution, Tennessee Board of Regents or State of Tennessee to expend State of Tennessee funds for capital improvements or continuing operating expenditures shall be approved by the State Building Commission in accordance with TCA 4-15-102(d)(2) prior to acceptance by the Chancellor and Board. Any such Deed transferring title to the Board of Regents shall not be recorded until the State Building Commission has approved the acceptance of the gift property.
4. Gifts with conditions that ultimately will require consideration by the TBR or the Chancellor must be approved by the Chancellor prior to acceptance (e.g., gifts to support the initiation of a new academic program or capital improvement project).
5. Gifts of property subject to indebtedness must be approved by the Chancellor prior to acceptance.
6. When the propriety of the acceptance of a gift is in question or when there are substantial doubts about the value or benefit(s) of a gift to the University, the President may forward his recommendation(s) to the Chancellor for approval/disapproval.
7. Gifts will be accepted as follows:
 - a. Only the President may accept gifts other than money.
 - b. Acceptance of monetary gifts to the University is delegated to the Executive Director of University Advancement.

- c. Corporate stock given to the University may be sold by the University through or in consultation with a registered security broker within sixty (60) days of receipt of the stock certificate and the Executive Director of University Advancement may execute the sale.
8. The Executive Director of University Advancement will notify the Inventory Control Clerk of all gifts of equipment.
9. The Executive Director of University Advancement is responsible for acknowledgment and compliance with conditions set by the donor for all gifts to the University.

Records and Reporting

Adequate reports of all gifts shall be maintained as indicated.

1. The Office of University Advancement will maintain a master file for all gifts received by the University. Gifts to the various areas; i.e., Governors Club, Alumni Association, etc., will be noted. To accomplish this the following procedures have been implemented:
 - a. All gifts received by the Business Office will be receipted and deposited. A copy of the check, receipt, and any correspondence received with the gift will be forwarded to the Executive Director of University Advancement.
 - b. The Alumni Office will provide the Office of University Advancement with a list of all gifts received for the Alumni Association.
2. A summary of all gifts to the University during a fiscal year shall be included in the University's annual report to the TBR, as required by TBR policy (No. 1:02:10:00, Annual Reports).

Foundations

For purposes of distinguishing University gifts and related procedures from those of the APSU Foundation, established pursuant to TBR policy (No. 4:01:07:02, Foundations):

1. The University may not accept gifts specifically intended for the APSU Foundation, and only gifts specifically intended for the Foundation may be accepted by the Foundation.

2. In general, University resources may not be used to meet conditions of gifts to the Foundation; however, exceptions may be approved by the President or the Chancellor in accordance with the provisions of this policy on acceptance of gifts.
3. The University must maintain records of gifts to the University separate from those of gifts to the Foundation.
4. The University shall report gifts to the Foundation in its annual report, as provided in this policy under Records and Reporting, item 2.

The Executive Director of University Advancement will serve as the Executive Director of the Foundation and will provide administrative support to the Foundation.