

Solicitation and Acceptance of Funds or Gifts

POLICIES

Issued: March 25, 2017

Responsible Official: Vice President for External Affairs

Responsible Office: University Advancement

Policy Statement

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.

Purpose

The purpose of this policy is to establish responsibilities and procedures regarding the solicitation and acceptance of gifts for the University and the APSU Foundation. The solicitation and acceptance of gifts is the function of the Office of 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 University Advancement prior to making contact with prospective donors.

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Procedures

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 efforts to solicit contributions must be coordinated with the Office of University Advancement

All major fundraising 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 Austin Peay State University's Board of Trustees (Board) may accept a gift if Board acceptance is a condition set by the donor.
2. Only the President 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 University for the use and benefit of the University.
3. Any acquisition of real property by gift or devise which obligates the institution, Board 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 University President. Any such Deed transferring title to the University 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 Board or President must be approved by the President 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 President 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 Executive Director of University Advancement may forward his recommendation(s) to the President 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 for the mandatory five year period. 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 from other departments, programs or volunteer groups will be forwarded to the Executive Director of University Advancement.

Foundations

For purposes of distinguishing University gifts and related procedures from those of the APSU Foundation, established pursuant to APSU policy (No. 7:008, Foundations):

1. The University may not accept gifts specifically intended for the APSU 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 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.
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Revision Dates

APSU Policy 7:007 (previously 4:002) – Rev.: March 25, 2017
APSU Policy 7:007 – Rev.: November 21, 2002
APSU Policy 7:007 – Issued: October 12, 1992

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file
