

# GIFT ACCEPTANCE

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT

**RESPONSIBLE OFFICE:** ADVANCEMENT OPERATIONS

**EFFECTIVE DATE:**

**NEXT REVIEW DATE:**

**SUPERSEDES POLICY DATED:**

**BOARD OF REGENTS REPORTING (CHECK ONE):**

☐ PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

☐ PRESIDENTIAL REPORT (INFORMATION ONLY)

## I. POLICY STATEMENT

### Introduction

Northern Kentucky University (NKU) actively encourages the solicitation and acceptance of philanthropic contributions that enable it to fulfill the University's mission of teaching, research, and service.

### Gift Acceptance

NKU seeks to only accept those gifts that have a reasonable expectation of benefitting the University.

NKU will assess the benefits of receiving assets as gifts from potential donors and determine whether or not to accept a gift as offered. NKU reserves the right to decline gifts from which it will realize little or no benefit. It may refuse gifts that are offered for purposes that are inconsistent with its educational, research, and service missions. NKU shall not accept gifts with restrictions that violate the University's ethical standards or values, or those that require expenditures determined not to be in the best interests of the University, that compromise the academic freedom of the University community or that involve unlawful discrimination based on race, religion, gender, age, national origin, disability or any other basis prohibited by federal, state and local laws and regulations.

NKU seeks only to accept gifts that are in the interest of the donor. Donors will be encouraged by University representatives to seek the advice of independent legal and financial counsel in the gift planning process. Neither NKU, NKUF, NKU Research Foundation, nor their officers, staff or volunteer representatives, are authorized to give legal, accounting, tax or other professional advice to donors or prospective donors.

Gifts or gift agreements formally accepting a gift or the terms of a gift can only be accepted or signed by the President, Vice President, or his/her designee. If the gift or agreement is \$25,000 or greater, it will be submitted to the NKU Board of Regents for approval and acceptance.

## II. ENTITIES AFFECTED

Faculty and Staff



### III. AUTHORITY

#### **Authority to Solicit and Accept Philanthropic Contributions**

NKU's Division of University Advancement, under the leadership of the Vice President for University Advancement, is recognized by NKU as having primary responsibility for the solicitation, acceptance, and stewardship of philanthropic contributions. The Division is managed by the Vice President for University Advancement. He or she is the chief philanthropic fund-raising officer and reports to the President of the University. The Vice President is responsible for the coordination of all philanthropic fundraising activities, including the overall supervision and management of philanthropic fundraising programs, administration of staff, and management of the discovery, cultivation, solicitation and proper stewardship of all donors on behalf of the University.

All University staff members or University units soliciting gifts on behalf of NKU including the athletic unit, law school and all college philanthropic fundraising programs are subject to the procedures and terms contained in this Policy.

All fundraising solicitations must be approved by the Vice President or his/her designee in advance of presentation to potential donor(s).

All gifts of \$25,000 or more shall be submitted to the NKU Board of Regents for their review and approval.

NKU will establish minimum funding requirements to establish and name new buildings; renovated facilities; space within existing facilities including classrooms, centers, and colleges; programs, professorships, and scholarships. These minimum funding requirements may be changed periodically upon the recommendation of the Vice President for University Advancement with approval from the President of the University. Additionally, individual exceptions to the requirements may be considered upon the recommendation of the Vice President for University Advancement, approval of the President of the University, and approval via gift acceptance by the NKU Board of Regents. See Attachment A for minimum funding requirements.



*Attachment A: Recommended Minimum Gift Naming and Funding Requirements*

Existing Buildings	
Significant renovation of existing building	Based on estimated cost
New Building	
New construction	Based on estimated cost
Sub-units of Existing Facilities	
Academic Wing of Building	\$ 1,000,000
NKU Center facility space	\$ 1,000,000
Laboratory/Natural Science Center	\$ 300,000
Greenhouse	\$ 500,000
Smart/Digital Classroom	\$ 100,000

**ENDOWMENT NAMING OPPORTUNITIES**

Academic	
Named College	\$ Based on College
Named Center	\$ 2,000,000
Named Department	\$ 2,000,000
Professorships	
Distinguished Chair	\$ 1,500,000
Eminent Professorship	\$ 500,000
Visiting Professor	\$ 250,000
Named Professor	\$ 250,000
Lectureships	
Lecture Series	\$ 250,000
Program	
Various Academic Programs	\$ 125,000
Library	
Named Book Fund	\$ 10,000
Named Collection	\$ 100,000
Scholarship	
Distinguished Scholars	\$ 100,000
Undergraduate Scholarship or Outright Student Award	\$ 10,000

**ANNUAL AWARDS AND SCHOLARSHIPS\***

New Annual Scholarship	
Undergraduate	
Kentucky resident only	\$ 10,000
Includes out-of-state residents	\$ 25,000
Graduate, Post Graduate	
Assistantship	\$ 25,000
Fellowship	\$ 50,000
Annual Recognition**	
Undergraduate	\$1,000
Graduate, Post Graduate	\$2,500

\* For the establishment of new award with specific eligibility criteria.

\*\*Annual naming recognition on university website, Honor Roll, various publications.

**Authority to Administer Gifts**

Northern Kentucky University Foundation, Inc. (NKUF) has been recognized by NKU as the primary and preferred entity to receive for deposit and provide financial management services related to the expenditure and investment of gifts for the exclusive benefit of NKU according to the Memorandum of Agreement between NKU and the NKU Foundation. NKUF is qualified as a tax-exempt charitable organization under [U.S. Internal Revenue Code Section 501\(c\)\(3\)](#) and a nonprofit, public benefit organization.

Receipts for tax-deductible charitable contributions received by NKUF will be issued by University Advancement under NKUF's tax deductible status except in those instances when the Vice President for University Advancement, the Vice President for Administration and Finance, and the Vice President



for Legal Affairs concurrently determine a contribution should be received and managed directly by the University or the NKU Research Foundation, receipts for those contributions will be issued by the entity that receives the contribution. The process by which contributions are evaluated for receipt and administration will be guided by this Policy.

Gifts for which use is restricted in perpetuity by a donor and NKU will be managed by NKUF as an endowment fund. The fund will be managed in accordance with NKUF endowment investment policy.

Gifts for which no restrictions are made for their perpetual use will be managed as temporarily restricted funds by NKUF in accordance with its investment policy.

Gifts that carry no donor restrictions will be made available to NKU for allocation and expenditure at the discretion of the President of the University.

## IV. DEFINITIONS

### Definition of Philanthropic Contributions

A contribution given with philanthropic intent, or gift, is an irrevocable transfer of personal property (including cash, securities, artwork, books, equipment) or real property (improved and unimproved land, residences, condominiums, rental property, commercial property, woodlands, and farms) by a donor, either outright or through a planned/deferred gift vehicle for the charitable purpose designated by the donor and without expectation of a tangible or direct economic benefit to the donor other than applicable tax benefits and/or life income in the case of planned/deferred gifts.

A gift implies no responsibility to provide the donor with any goods or services of an equal or comparable to the value of the gift. In the case of a “quid pro quo contribution” within the meaning of [U.S. Internal Revenue Code Section 6115](#), the gift represents the excess of the contribution amount over the value of the goods or services provided in return for the gift (e.g., fundraising dinner or golf outing or a bargain sale gift).

Gifts may come from non-governmental sources or the private-sector (such as individuals, groups, private foundations and businesses). Government funds are not treated as gifts.

A gift is either restricted or unrestricted. An unrestricted gift may be spent at the discretion of the University and is not limited to specific purposes, objectives, programs, or organizational units. A gift is considered unrestricted if the donor does not specify how the funds are to be used. A restricted gift is earmarked for a specific purpose, objective, program, or organizational unit, but the donor does not have specific control over expenditures or over the work performed.

### REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Editing for clarity & consistency and formatting	August 8, 2019 (editorial)
Policy	