

UNE Gift and Donation Guidelines

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1. Rationale and Scope

- 1.1 The University of New England actively seeks philanthropic gifts and corporate sponsorships. In an increasingly uncertain government funding climate, such support is absolutely vital to ensure the exceptional, long-term educational outcomes for Australian and international students.

Categories of gifts may include:

- Cash gifts (cash, cheque, credit card)
- Personal property
- Real Estate
- Securities (shares, stocks and bonds)
- Royalties or distribution rights
- Insurance (policies where UNE is named a beneficiary)
- Bequests (see Bequest Guidelines)
- Goods and services or gifts-in-kind (such as works of art, antiquities, books, documents, etc.)

- 1.2 This document applies to all UNE staff members, schools, faculties, colleges, groups, research centres, administrative units, directorates and divisions.

- 1.3 The Guidelines apply to all gifts, donations and sponsorships, by corporate and individual philanthropy, accepted for or on behalf of the University of New England and its entities:

(i) including donations for Scholarships and Prizes

(ii) excluding: human anatomy donations; sponsorships and scholarships related to Higher Degree Research (HDR) students; donations to the University Library; Archives and Heritage Centre; Art Collection, and other UNE museum and specialist collections such as the NCW Beadle Herbarium, geological and zoological collections, in consultation with the Office of Advancement and where such bodies:

- a) have efficient processes and procedures for management of gifts and donations; and
- b) provide regular reporting of donor information to the Office of Advancement.

1.4 For the purposes of this document, a Gift means any grant or transfer of property/funds to the University where there is:

- (i) an intention to give (evidenced in writing or by another act);
- (ii) a transfer of all right, title, and interest in the property to the University.

If there is consideration by money or other benefit to the donor by the University, then the transfer or grant cannot be considered a gift.

2. Principles

The objectives of this document are:

- 2.1 To provide general principles and guidelines in relation to gift acceptance and administration.
- 2.2 To ensure coordination and cooperation across the University;
- 2.3 To support the University's intention and obligation to ensure probity in fundraising activities;
- 2.4 To maximise benefit from fundraising opportunities, donations and sponsorships;
- 2.5 To ensure appropriate donor recognition procedures are followed at all times and for every donation received across the University, inclusive of gifts and services in kind;
- 2.6 To maximise the accuracy and effectiveness of alumni and donor management records and databases through cooperation and centralisation of relevant data management;
- 2.7 To facilitate compliance with legal, statutory and fundraising industry requirements.

3. Guidelines

- 3.1 Donors and sponsors have rights that must be honoured by the University if a gift or sponsorship is accepted.
- 3.2 Acceptance of a gift should be on the basis that it is consistent with the strategic objectives of the University. If there is any doubt as to the ability of the University to utilise a Gift or meet any requirements that acceptance may impose upon it, the matter should be referred in the first instance, to the Director, Office of Advancement for consideration or possible referral to the Chief Development Officer. A gift may be refused with the approval of the Vice-Chancellor or their delegate.
- 3.3 The University of New England is able to offer tax deductibility for financial gifts as registered organisations with deductible gift recipient status through the Australian Tax Office.
- 3.4 All members of the UNE community are required to report and/or seek approval for fundraising plans for the benefit of the University, to the Office of Advancement prior to any

activity being conducted. This should be done by completing and submitting the attached Intention to Fundraise form (Appendix A).

- 3.5 Stewardship of donors and potential donors is vital in the process of donor cultivation. The Office of Advancement is responsible for the overall management and development of donor stewardship for all gifts and donations across the university, in cooperation with other stakeholders as appropriate.
- 3.6 The Office of Advancement is responsible for centralisation of donor data to ensure appropriate and consistent donor recognition and stewardship procedures are carried out, in co-operation with the stakeholders as appropriate.
- 3.7 All UNE staff members, schools, faculties, colleges, groups, research centres, administrative units, directorates and divisions are required to ensure accurate and timely transfer of information regarding all donor contact and donations, including gifts in kind, to the Office of Advancement to ensure that the relationship with the donor isn't compromised.
- 3.8 Overall responsibility for ensuring compliance with these guidelines is with the Chief Development Officer.

4. Procedures

- 4.1 The Office of Advancement is primarily responsible for the overall management and development of alumni and donor relationships, in cooperation with other stakeholders as appropriate. See Donor Recognition and Alumni Relations Guidelines for more information.
- 4.2 It is the University's responsibility to consider and attempt to comply with the specific desires of the donor if the gift is accepted.
- 4.3 On behalf of the University the Office of Advancement oversees acceptance, receipts, records and acknowledges gifts and sponsorships.
- 4.4 On behalf of the University, the Office of Advancement is primarily responsible for maintaining, using and managing alumni and donor records, in accordance with UNE's Privacy Policy.
- 4.5 All enquiries made to any person(s) within the university regarding a donation should be initially directed to the Office of Advancement. All UNE staff members, schools, faculties, colleges, groups, research centres, administrative units, directorates and divisions are responsible for ensuring timely and accurate information is communicated to the Office of Advancement with regard to donors and donations.
- 4.6 Where exceptions to clause 3.8 occur with the advance knowledge of the Office of Advancement, any gifts in kind being donated to any entity within the University (UNE staff members, schools, faculties, colleges, groups, research centres, administrative units, directorates and divisions), suitable and timely acknowledgement of these gifts to the donor must be provided by this entity and be in accordance with UNE's Donor Recognition Guidelines. Contact the Office of Advancement for further clarification and advice. The details of any transactions or contact must then be communicated to the Office of Advancement.
- 4.7 No solicitation on behalf of the University should be undertaken without the knowledge and prior approval of the Director Office of Advancement.
- 4.8 The setting of institutional fundraising priorities lies with the Vice-Chancellor. However, the Advancement Committee, Chaired by the Chief Development Officer, will provide the

opportunity and the forum for all stakeholders at the University interested in, or involved in, philanthropic activity to coordinate their activity in the best interests of the university and may provide recommendations to the Vice-Chancellor through this Committee.

5. Notes

- 5.1 The procedures outlined in these Guidelines are illustrated in easy to use, diagrammatic form for easy reference (Appendix B).

Approval signature

Chief Development Officer

APPENDIX A: NOTIFICATION OF INTENTION TO FUNDRAISE

Please complete this form or a facsimile in advance of any proposed fundraising activity, and return it to the Director, Office of Advancement, University of New England. Email: advance@une.edu.au or Fax 02 6773 3285

Today's date	
Name of Stakeholder, Faculty, College, School, College or other entity	
Name of person completing this form	
Phone	
Email	
Name and/or purpose of fundraising project	
Fundraising project leader	
Names of other UNE personnel involved and their roles	
Names and details of individuals, groups and organisations to be approached for funds <small>(Please attach separate list if necessary)</small>	
Fundraising or solicitation timeline, plan and targets <small>(Please attach documents if necessary)</small>	
Other comments	

APPENDIX B

Gift and Donation Procedures at UNE

