

**PRESENTED AT**

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## **Charitable Giving**

### **Part I**

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# THE OHIO STATE UNIVERSITY FOUNDATION

## Gift Acceptance Policy

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### **I. Policy Statement**

This policy governs the acceptance of gifts to The Ohio State University Foundation and to The Ohio State University.

### **II. Policy Overview**

The majority of gifts and commitments are routinely accepted provided they fit the criteria for each gift type as described in sections IV-VI. Situations not addressed by the written policy and questions of acceptance of gifts such as real property, gifts for building projects, gifts which involve naming, or planned gifts often need further approval. Section III describes the process for organized discussion with content experts and escalation to the proper level of approval.

### **III. Acceptance Process**

#### **1. Routine acceptance**

Gifts that are within the parameters of the documented policy and do not require special handling are routinely accepted by gift processing and receipted without consultation of senior administrators.

A final draft of all Gift Agreements should be reviewed by the appropriate dean or program head and by the Associate Vice President of Development Administration before being presented to the donor for signature.

When a gift or commitment does meet the documented criteria, the following steps are followed to resolve problems and escalate special circumstances.

#### **2. Consult with staff content experts.**

A development officer with a gift acceptance question including capital projects or naming rights should consult with their supervisor and seek input from other staff to answer questions, interpret policy, or develop alternate giving options. Development areas typically involved in answering gift acceptance questions include: Senior Team (Associate Vice Presidents and Interim Management Committee), Planned Giving, Donor Relations, Fiscal Office, and Gift Processing. Other university offices often consulted include Office of Investments, Office of Financial Services and Legal Affairs.

Most gift acceptance questions involve gifts of property, real estate, or planned gifts. Questionable gifts of this nature should be brought to the Director of Planned Giving who will consult with university colleagues to suggest ways to rework the

gift to be within the gift acceptance policy, recommend that the gift not be accepted, or escalate it for special consideration.

### **3. Escalate to Senior Vice President of Development**

Unresolved issues will be brought by any member of Development's Senior Team to the Senior Vice President of Development, who will make a decision to accept, reject or escalate the gift discussion, in consultation with other university leadership as required by the circumstances of the gift. Leadership staff to be consulted may include, but are not limited to:

- President of The Ohio State University
- Executive Vice President and Provost
- Chief Legal Counsel, Office of Legal Affairs
- Senior Vice President of Business & Finance
- Senior Vice President for Health Sciences and CEO, OSU Medical Center
- Deans, Vice Presidents and Athletic Director

The Senior Vice President of Development may escalate any gift to the Gift Acceptance Committee in consultation with the President, Provost and Chair of the Board of Trustees.

### **4. Escalate to Gift Acceptance Committee**

A Gift Acceptance Committee will be appointed by the Senior Vice President for Development in consultation with the President, Provost and Chair of the Board of Trustees. The committee will have final authority to accept or reject a gift. The committee will convene as needed. Members may include but will not be limited to

#### Voting Members

- President of The Ohio State University
- Chair of the Board of Trustees
- Chair of the Development & Investment Committee of the Board of Trustees
- Chair of the Audit Committee of the Board of Trustees
- Chair of The Ohio State University Foundation Board
- Campaign Chair or Co-Chairs (during campaign periods)
- Member-at-Large appointed by the Chair of the Board of Trustees

#### Ex-officio Members

- Executive Vice President and Provost
- Senior University Leadership as needed

Also available as part of the eCourse

[2016 Higher Education Taxation eConference](#)

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"Charitable Giving"