


<b>DOCUMENT TYPE</b>	<b>P</b>	
<b>ADMINISTRATIVE</b>	<b>5</b>	
<b>DEVELOPMENT</b>	<b>7</b>	
<b>FUNDING</b>	<b>2</b>	
<b>NUMBER</b>	<b>003</b>	
		Policy Database Document Reference Number <b>572003P</b>

## DONOR RIGHTS POLICY

<b>Purpose/ objectives</b>	The La Trobe University Foundation recognises that it must merit the respect and trust of those who make a contribution to it. To ensure that donors and prospective donors can have full confidence in the La Trobe University Foundation, the Foundation has developed the following Donor Rights Policy.
<b>Scope/ Application</b>	<ul style="list-style-type: none"> <li>• This policy applies to all Faculties, campuses, divisions and organisational units of the University</li> <li>• This policy applies to all gifts in cash and in-kind received by the University.</li> </ul>
<b>Policy Statement</b>	<p>All donors to the University who have presented a gift in cash or kind, regardless of value, are:</p> <ul style="list-style-type: none"> <li>• To be informed of the La Trobe University Foundation's mission, of the way the organisation intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.</li> <li>• To be informed of the identity of those serving on the La Trobe University Foundation's Board and the La Trobe University's Council, and to expect both the Board and the Council, through the Development Office, to exercise prudent judgment in its stewardship responsibilities.</li> <li>• To have access to the La Trobe University Foundation's most recent publicly available financial statements.</li> <li>• To be assured their gifts will be used for the purposes for which they were given, within approved La Trobe University Foundation policy and the law.</li> <li>• To receive appropriate acknowledgment and recognition as required.</li> <li>• To have their privacy as donors protected and for the University not to disclose personal information of donors to third parties without the donor's consent or as permitted or required by law.</li> <li>• To expect that all relationships with individuals representing the Foundation in areas of interest to the donor will be professional in nature.</li> <li>• To be informed whether those seeking donations are volunteers or employees of The Foundation or external consultants.</li> <li>• To have the opportunity for their names to be deleted from mailing lists that the Foundation may intend to share.</li> <li>• To have the freedom to ask questions when making a donation and to receive prompt, truthful, and forthright answers.</li> </ul>
<b>Supporting Procedures</b>	Donor Rights procedures
<b>Responsibility for implementation</b>	<p>Executive Director, Business Development (for policy approval)  Manager, Development (for policy implementation)  Relevant Faculty, Campus or Division receiving the gift (if appropriate)  Executive Officer to the PVC (Strategic Development) (for Policy updates)</p>

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<b>Responsibility for monitoring implementation and compliance</b>	Executive Director, Business Development (for policy approval) Manager, Development (for policy implementation and Policy updates)
<b>Status</b>	New Policy
<b>Key stakeholders</b>	La Trobe University Council Vice-Chancellor and members of the Senior Executive Executive Director, Business Development Manager, Development
<b>Approval Body</b>	Senior Management Committee – July 2008
<b>Initiating Body or person(s)</b>	Senior Management Committee – July 2008
<b>Definitions</b>	<p><b>La Trobe Foundation</b> Established by the Senior Management of the University as a framework for the management of all donations to the University with the aim of increasing support for the University’s Mission.</p> <p><b>Donor:</b> alumni, individual, corporation or foundation who has provided money, sponsorship or a gift-in-kind to the University.</p> <p><b>Stewardship:</b> ensuring that the needs of the donor are met, the gift is well managed and records kept up to date.</p>
<b>Related legislation</b>	<a href="#">Information Privacy Act 2000</a> <a href="#">Freedom of Information Act 1982</a>
<b>Related Policy and other documents</b>	Gifts Policy Named Gifts Policy Naming Rights (Buildings and Facilities) Policy Fundraising Policy Aquila Association Membership Policy <a href="#">Universities Australia Code of Practice for Australian Universities Philanthropy</a> Foundation Code of Conduct
<b>Date Effective</b>	July 2008
<b>Next Review Date</b>	January 2010.
<b>Keywords</b>	Donors, donations, gifts, La Trobe Foundation, money, sponsorship

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<b>Owner/Sponsor</b>	Executive Director (Business Development)
<b>Author</b>	Executive Officer, La Trobe University Foundation
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