

<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>007</b>	
		Policy Database Document Reference Number <b>572007P</b>

## GIFT POLICY

<b>Purpose/ objectives</b>	The University receives gifts in many forms and of varying value and the University is committed to providing all donors with the same level of respect and stewardship for their gifts. This policy is therefore designed to ensure the appropriate management of gift giving to La Trobe University.
<b>Scope/ Application</b>	<ul style="list-style-type: none"> <li>• All Faculties, campuses, divisions and organisational units of the University</li> <li>• All cash gifts of great gifts of greater than \$50,000 and to all gifts in-kind.</li> </ul> <p>This policy excludes Named Gifts, which are the subject of the Named Gifts Policy.</p>
<b>Policy Statement</b>	<p><u>Acknowledgment of Gifts</u></p> <p>All gifts to the University, regardless of source or value must be registered with the Development office and acknowledged promptly. A gift receipt must be issued to the donor by the University and the gift must be acknowledged in writing by the Vice-Chancellor (via the Finance Division).</p> <p>All gifts-in-kind will be issue a University receipt by the Development Office. If the donor requires a gift value on the receipt (for tax purposes) the University will provide an independent appraisal indicating the value of the gift, provided the anticipated value of the gift significantly exceeds the costs of the appraisal. In circumstances where it does not, the donor may provide their own independent appraisal for valuation purposes.</p> <p><u>Donor Stewardship</u></p> <p>All fundraising programs will prioritise donor stewardship as a key pre-requisite to building and maintaining strong ties with Alumni and donors. The success of the University’s fundraising programs in the future will be directly determined by its ability to steward its donors and strengthen affinity.</p> <p><u>Stewardship of Gifts</u></p> <p>Specific and detailed periodic reports detailing gift use may be sent to the donor, whether they be individuals, a foundation, a corporation or any other organisation. Reports will contain financial statements and a narrative description of how the funds have been used and what has been accomplished. Narrative descriptions are to be provided by the recipient Faculty and financial statements provided by the Finance Office. This function will be coordinated by the Faculty Office, supported by the Finance Division.</p> <p><u>Gift Acceptance</u></p> <p>The University values its independence and academic integrity and therefore it will not accept gifts:</p> <ul style="list-style-type: none"> <li>• When a condition of such acceptance compromises its fundamental values or policies and/or</li> <li>• Where the offer and acceptance of financial contributions (due to its source, conditions or intended purpose) may: <ul style="list-style-type: none"> <li>a) expose La Trobe University to adverse publicity</li> <li>b) extend University resources beyond reasonable limits</li> <li>c) involve the University in new and unplanned activities beyond the scope of its</li> </ul> </li> </ul>

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	<p style="text-align: center;">Strategic Plan.</p> <p>If the above circumstances are considered a possibility, the matter must be referred to the Development Office which will manage all of the processes to a final acceptance or decline of the financial contribution.</p> <p>While the University appreciates the financial support and goodwill of donors, special care is required to ensure that the acceptance of a gift will not involve a continuing financial commitment or other obligation on the part of La Trobe University that is disproportionate to the usefulness of the gift.</p> <p>While donors may wish to specify the general purpose for which a gift is given, La Trobe University may not accept gifts which the Development Office deems are too restrictive in their purpose or which do not support the University's overall Vision and Mission.</p> <p>La Trobe University will not accept a gift which requires any discrimination prohibited by the University's Equal Opportunity Policy or by prevailing law.</p>
<b>Supporting Procedures</b>	Gift procedures
<b>Responsibility for implementation</b>	Executive Director, Business Development (for policy approval) Manager, Development (for policy implementation) Chief Accountant, Finance Division (for management of reporting) Executive Officer to the PVC (Strategic Development) (for Policy updates)
<b>Responsibility for monitoring implementation and compliance</b>	Executive Director, Business Development (for policy approval) Manager, Development (for policy implementation) Chief Accountant, Finance Division (for management of reporting) Executive Officer to the PVC (Strategic Development) (for 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 Chief Accountant, Finance Division Marketing and Engagement Division
<b>Approval Body</b>	Senior Management Committee – July 2008
<b>Initiating Body or person(s)</b>	
<b>Definitions</b>	<b>Donor:</b> alumni, individual, corporation or foundation who has provided a money,

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	<p>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>	<p><a href="#">Information Privacy Act 2000</a></p> <p><a href="#">Freedom of Information Act 1982</a></p> <p><a href="#">Australian Tax Legislation</a></p>
<b>Related Policy and other documents</b>	<p>Named Gifts Policy</p> <p>Naming Rights (Buildings and Facilities) Policy</p> <p>Fundraising Policy</p> <p>Donor Rights policy</p> <p>Aquila Association Membership Policy</p> <p><a href="#">Universities Australia Code of Practice for Australian Universities Philanthropy</a></p> <p>Foundation Code of Conduct</p>
<b>Date Effective</b>	July 2008
<b>Next Review Date</b>	January 2010.
<b>Keywords</b>	Donors, donations, gifts, La Trobe Foundation, money, sponsorship
<b>Owner/Sponsor</b>	Executive Director (Business Development)
<b>Author</b>	Executive Officer, La Trobe University Foundation
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