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| <b>DOCUMENT TYPE</b>  | <b>D</b>   |  |
| <b>ADMINISTRATIVE</b> | <b>5</b>   |   |
| <b>DEVELOPMENT</b>    | <b>7</b>   |   |
| <b>FUNDING</b>        | <b>2</b>   |   |
| <b>NUMBER</b>         | <b>008</b> |   |
|                       |            | Policy Database Document Reference Number <b>572008D</b>                            |

## GIFT PROCEDURES


| <b>Parent Policy Title</b>                                   | Gift Policy   |      |         |  |   |  |   |   |   |   |   |                                |   |   |   |  |   |  |   |  |   |
|--|---|------|---------|--|---|--|---|---|---|---|---|--------------------------------|---|---|---|--|---|--|---|--|---|
| <b>Associated Documents</b>                                  | <p>Fundraising Procedures</p> <p>Naming Rights Procedures</p> <p>Named Gift Procedures</p>  |      |         |  |   |  |   |   |   |   |   |                                |   |   |   |  |   |  |   |  |   |
| <b>Preamble</b>  | <p>The University Development Office will be responsible for the co-ordination, assignment and management of donations, donors and prospective donors to La Trobe University.</p> <p>The Development Office, established within the University's Business Development function, will be the central co-ordinator for all University fundraising activities, also acting as an advisory service, a repository of information on all donors and prospective donors and as a clearinghouse for all fundraising campaigns, appeals, submissions and approaches.</p>   |      |         |  |   |  |   |   |   |   |   |                                |   |   |   |  |   |  |   |  |   |
| <b>General</b>   | <p>All gifts to the University, regardless of source or value must be registered with the Development Office.</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>The University reserves the right to refuse any gift if any of the grounds outlined in the Gift Policy are recognised.</p>   |      |         |  |   |  |   |   |   |   |   |                                |   |   |   |  |   |  |   |  |   |
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| Acknowledgement of Gift - On-going communication             | 2   |      |         |  |   |  |   |   |   |   |   |                                |   |   |   |  |   |  |   |  |   |
| Gift Acceptance – consideration of gift offered              | 3   |      |         |  |   |  |   |   |   |   |   |                                |   |   |   |  |   |  |   |  |   |
| Gift Acceptance – appropriate stewardship                    | 4   |      |         |  |   |  |   |   |   |   |   |                                |   |   |   |  |   |  |   |  |   |
| Gift Acceptance – gift refusal                               | 5   |      |         |  |   |  |   |   |   |   |   |                                |   |   |   |  |   |  |   |  |   |
| Stewardship of Donors – Development Office responsibilities  | 6   |      |         |  |   |  |   |   |   |   |   |                                |   |   |   |  |   |  |   |  |   |
| Stewardship of Donors – On-going communication               | 7   |      |         |  |   |  |   |   |   |   |   |                                |   |   |   |  |   |  |   |  |   |
| Stewardship of Gifts – reporting timeframe                   | 8   |      |         |  |   |  |   |   |   |   |   |                                |   |   |   |  |   |  |   |  |   |
| Stewardship of Gifts – financial reporting                   | 9   |      |         |  |   |  |   |   |   |   |   |                                |   |   |   |  |   |  |   |  |   |

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| <p><b>1. Acknowledgement of Gift – Development Office responsibilities</b></p> | <p>The Development Office will be responsible for:</p> <ul style="list-style-type: none"> <li>• Registering the receipt of the gift</li> <li>• Providing an acknowledgement to the donor (from the Vice Chancellor) of the gift in a timely fashion</li> <li>• Issuing a gift receipt to the donor by the University.</li> </ul> <p>The Development Office will be responsible for managing the on-going relationship with the donor of the gift, in conjunction with the donor’s area of interest at the University (if appropriate).</p>   |
| <p><b>2. Acknowledgement of Gift – On-going communication</b></p>              | <p>The Development Office will be expected to determine a suitable form of on-going communication for the donor, which will be commensurate with the nature of the gift and the relationship with the institution. This communication may take the form of:</p> <ul style="list-style-type: none"> <li>• Adding the donor’s details to the IMIS database for regular communication on Alumni events.</li> <li>• Adding the donor’s details to the IMIS database as a VIP for additional personalised communication to specific select events.</li> <li>• Inviting the donor to join the Aquila Association (if appropriate)</li> </ul> |
| <p><b>3. Gift Acceptance – consideration of gift</b></p>                       | <p>The Development Office will be expected to consider each gift offered to the University in light of the Gift Policy Acceptance conditions.</p> <p>If the gift is found to contravene the policy, the Development Office is required to write to the donor and refuse the gift, specifying the grounds for the refusal. All attempts should be made to treat the donor with respect and cordiality in these circumstances and efforts should be made not to offend the donor.</p>  |
| <p><b>4. Gift Acceptance – appropriate stewardship</b></p>                     | <p>Gifts which are considered to be acceptable in the light of the Gift Policy are to be acknowledged according to the Gift Policy Procedures (Gift Acknowledgement) and the donors offered appropriate stewardship for their gift according to the Gift Policy.</p>   |
| <p><b>5. Gift Acceptance – gift refusal</b></p>                                | <p>Individuals or groups (such as a campus, faculty or division) outside the Development Office should not under any circumstances respond directly to the donor to advise them that their gift is being refused. All matters relating to gifts to the University are to be referred through the University’s Development Office.</p>  |
| <p><b>6. Stewardship of Donors– Development Office responsibilities</b></p>    | <p>The Development Office will be responsible for managing the on-going relationship with the donor of the gift, in conjunction with the donor’s area of interest at the University (if appropriate).</p>  |

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| <b>7. Stewardship of Donors – on-going communication</b> | <p>The Development Office will be expected to determine a suitable form of on-going communication for the donor, which will be commensurate with the nature of the gift and the relationship with the institution. This communication may take the form of:</p> <ul style="list-style-type: none"> <li>• Adding the Donor’s details to the IMIS database for regular communication on Alumni events.</li> <li>• Adding the Donor’s details to the IMIS database as a VIP for additional personalised communication to specific select events.</li> <li>• Inviting the Donor to join the Aquila Association (if appropriate)</li> </ul> |
| <b>8. Stewardship of Gifts – reporting timeframe</b>     | <p><i>Stewardship of Gifts:</i></p> <p>When a gift is received, the Development Office will determine a suitable reporting timeframe for the donor, whether they be individuals, a foundation, a corporation or any other organisation as required. This timeframe will be recorded on the Development Office databases to ensure that prompts are issued as required for each donor.</p>  |
| <b>9. Stewardship of Gifts – financial reporting</b>     | <p>The Development Office will develop a report which includes a financial statement and a narrative description of how the funds have been used and what has been accomplished.</p> <p>Narrative descriptions are to be provided by the recipient Faculty and financial statements provided by the Finance Office or derived from the IMIS Alumni Database as appropriate.</p> <p>The report will be sent to the donor with a covering letter from the Vice-Chancellor (prepared by the Development Office).</p>  |
| <b>Status</b>  | <p>New. This procedure replaces any procedures for fundraising formerly in place within the organisation and works in conjunction with procedures outlined in the Staff Guides for the administration of monies raised through fundraising.</p>  |
| <b>Approval Body</b>                                     | <p>Senior Management Committee – July 2008</p>   |
| <b>Initiating Body</b>                                   |  |
| <b>Definitions</b>                                       | <p><b>Donor:</b> alumni, individual, corporation or foundation who has provided a 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>Date Effective</b>                                    | <p>July 2008</p>   |

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| <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                          |
| <b>Contact person</b>   | <a href="mailto:development@latrobe.edu.au">development@latrobe.edu.au</a> |