

**ALBANY STATE
UNIVERSITY
FOUNDATION, INC.**

Policy and Procedures Manual

Revised 2021

504 COLLEGE DRIVE, ALBANY, GA 31705

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CONFIDENTIALITY POLICY

In performance of duties, The Albany State University Foundation, Inc. (the “Foundation”) Board members, staff and volunteers are often privileged to confidential information. “Confidential Information” includes, among other things, all non-public information not generally known to Foundation Board members, staff and volunteers about individuals and families, such as giving history, assets, wealth and family relationships, and developmental opportunities, strategic plans, future events, or business information related to the finances, strategic plans or organizational structure of the Foundation and Albany State University. Confidential Information shall also include any non-public information that might be harmful to the Foundation if disclosed. It is therefore vital to the Foundation and the institution, to keep this information confidential as a code of ethics and principle standard of professional practice. This is especially true for staff, board members and volunteers involved in fundraising, advancement and development activities.

Due to the sensitivity of the Confidential Information and consistent with fiduciary and other legal duties to the Foundation, all staff, board members and volunteers shall ensure that all Confidential Information obtained through their position with the Foundation remains confidential, is not discussed with others in private or public settings and is not disclosed or used for any purposes unrelated to the Foundation. Care should also be taken to ensure that unauthorized individuals do not overhear any discussion of Confidential Information. No person shall use Confidential Information for his or her own personal benefit or to benefit persons or entities outside of the Foundation. If disclosure of Confidential Information is required by law, then the person required to disclose such Confidential Information shall give notice to the Board Chairman or the Vice President of Institutional Advancement/Executive Director of the Foundation within a reasonable time in advance of any such anticipated disclosure and assist the Foundation with limiting the disclosure if possible.

Foundation Board members, staff and volunteers are required to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of Confidential Information and should, for example, refrain from leaving documents containing Confidential Information in plain view. All Foundation Board members, staff and volunteers shall return all documents, papers and other materials in his or her possession that may contain Confidential Information at the end of his or her service to the Foundation.

Unauthorized disclosure of Confidential Information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

I have read Albany State University Foundation’s policy on confidentiality presented above. I agree to abide by the requirements of this policy and inform the Board Chairman or the Vice President of Institutional Advancement/Executive Director of the Foundation immediately if I believe any violation (unintentional or otherwise) of this policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with Albany State University Foundation, Inc.

Signature

Name

Date

CODE OF CONDUCT POLICY

Overview

Albany State University Foundation, Inc., (the “Foundation”) is committed to the highest ethical and professional standards of conduct for the University and Foundation. This policy serves as a guide for the Foundation trustees, staff, and volunteers in carrying out their duties and responsibilities on behalf of the Foundation.

Policy

The Foundation and its trustees, directors, staff, and volunteers must, at all times, comply with all other Foundation policies, applicable laws, and regulations in carrying out their duties on behalf of the Foundation. The Foundation will not condone the activities of individuals who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. The Foundation does not permit any activity that fails to stand the closest possible public scrutiny.

All business conduct should be well above the minimum standards required by law. Accordingly, individuals must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws, regulations, or policies governing the Foundation’s operations. Individuals who are uncertain about the application or interpretation of any legal requirements should refer the matter to Vice President of Institutional Advancement/Executive Director of the Foundation, who, if necessary, should seek appropriate legal advice.

The aforementioned listing of inappropriate behaviors is in no way exhaustive and each individual must be responsible for their own behavior. Common sense, good judgment, cooperation, and appropriate personal behavior are essentially the responsibility of every member of the Foundation community. Individuals who may find themselves in a situation that violates any applicable laws, regulations, or governing policies should review the situation with the Vice President of Institutional Advancement/Executive Director of the Foundation or the Chairman of the Foundation Board. Willingly participating in any inappropriate conduct will be subject to disciplinary action, including removal from a position of service or employment.

CONFLICT OF INTEREST POLICY

Overview

Albany State University Foundation, Inc. (the “Foundation”) trustees, directors, officers, and employees must have an impartial, unbiased attitude and avoid any conflict of interest. A conflict of interest may exist even if no unethical or improper act results and can create an appearance of impropriety that can undermine confidence. A conflict of interest can impair an individual's ability to perform his or her duties and responsibilities objectively.

Annually, the Foundation Board will complete and sign the attached Conflict of Interest Declaration and disclose any actual or potential conflict of interest.

Objective:

The primary purpose of this Conflict of Interest Policy is to protect the Foundation’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Trustee, Principal Officer, Key Employee, or member of a committee or might result in a possible excess benefit transaction. This Conflict of Interest Policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to nonprofit organizations. The Conflict of Interest Policy addresses three primary principles:

1. **Integrity** – Individuals representing the Foundation or University should perform their work ethically, with honesty, diligence, and responsibility. They should observe state and federal laws and the rules and regulations of the University and the Foundation. They should not knowingly be party to any illegal activity, or engage in acts that are discreditable to the University.
2. **Objectivity** – Individuals representing the Foundation or University should not participate in any activity or relationship that may impair or be perceived to impair their unbiased judgment. They should not accept gifts or favors that may impair or be perceived to impair their professional judgment and must disclose all material facts known to them.
3. **Confidentiality** – Individuals representing the Foundation or University should be prudent in the use and protection of information acquired in the course of their duties and should not use information for any personal gain. This includes the use of information such as the use of investment or real estate information to gain financial wealth.

Conflict of Interest Defined

Any Trustee, Principal Officer, Key Employee, or member of a committee with Board of Trustees' delegated powers is a “Responsible Person”, collectively referred to as Responsible Persons.

A “Key Employee” means an employee of the Foundation or the University who meets all three of the following tests: (a) Receives total annual compensation from the Foundation and its affiliates in excess of \$150,000 (as such amount is adjusted from time to time by applicable Internal Revenue Service guidance); (b) has (1) responsibilities, powers, or influence over the Foundation as a whole similar to those of officers and directors; (2) management responsibility for a discrete segment or activity of the Foundation that represents 10% or more of the activities, assets, income, or expenses of the Foundation, as compared to the Foundation as a whole; or (3) authority to control or determine 10% or more of the Foundation's capital

expenditures, operating budget, or compensation for employees; and (c) is one of up to 20 employees (that satisfy (a) and (b) above) with the highest annual compensation from the Foundation and its affiliates.

A “Principal Officer” means a person elected or appointed, pursuant to the Foundation's organizing document, bylaws, and state law to manage the Foundation's daily operations. The Foundation’s top financial officer and Executive Director are deemed to be Principal Officers.

A person has a “Duality Interest” if the person serves as an officer, director, senior employee, or member of an organization or entity, for-profit or nonprofit, with which the Foundation has or is considering a transaction or arrangement, including a loan, grant, scholarship or funding arrangement.

A person has a “Financial Interest” if the person has, directly or indirectly, through business, investment, or family: (a) an ownership or investment interest in any entity with which the Foundation has a transaction or arrangement, including a loan, grant, scholarship, or funding arrangement; (b) a compensation arrangement with the Foundation or with any entity or individual with which the Foundation has or is considering a transaction or arrangement, or (c) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Foundation is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A Financial Interest or Duality of Interest is not necessarily a conflict of interest. A person who has a Financial Interest or Duality Interest may have a conflict of interest only if the Board of Trustees or Executive Committee determines that a conflict of interest exists.

Duty to Disclose

It is recognized that circumstances, employment and volunteer roles of Responsible Persons change throughout the year. If at any time a Responsible Person has such a change that may pose a potential or perceived conflict of interest, becomes aware of any information that could be construed as a conflict of interest, Financial Interest, or Duality of Interest, or becomes aware that a previous disclosure by a Responsible Person was inaccurate or not in full compliance with this Conflict of Interest Policy, the Responsible Person shall disclose this information immediately to the Vice President of Institutional Advancement/Executive Director of the Foundation or the Chairman of the Foundation Board.

Procedure for Determining Whether a Conflict of Interest Exists

After disclosure of any Financial Interest, Duality of Interest, or other potential or perceived conflict of interest related to a Responsible Person, the Vice President of Institutional Advancement/Executive Director of the Foundation or the Chairman of the Foundation Board shall, within a reasonable amount of time, notify the Executive Committee of the Foundation Board of such and make it a matter of record for the next scheduled Executive Committee meeting. A Responsible Party may make a presentation to the Executive Committee regarding the Financial Interest, Duality of Interest, or other potential or perceived conflict of interest at the meeting. The Executive Committee shall review the Financial Interest, Duality of Interest, or other potential or perceived conflict of interest, and after discussion with the Responsible Person, if any, make a determination as to whether a conflict of interest exists.

The minutes of that meeting shall reflect that a Financial Interest, Duality of Interest, or other potential or perceived conflict of interest was disclosed, that the Responsible Person who is subject to the potential conflict of interest abstained from and was not present for the vote or the discussion of the Executive Committee related to the same, and that a quorum was present. The Executive Committee may determine that it should refer the matter to the Foundation Board for further discussion and a final determination. In

the event that the Executive Committee refers the matter to the Foundation Board, the procedure described above shall be followed at the next scheduled meeting of the Foundation Board. In the event that the Executive Committee does not refer the matter to the Foundation Board, then the Executive Committee shall advise the Foundation Board of the Financial Interest, Duality of Interest, or other potential or perceived conflict of interest, the determination of the Executive Committee, and the action taken, if any, by the Executive Committee.

Procedures for Addressing any Conflict of Interest

If after the Executive Committee or Foundation Board review, it is determined there is a conflict of interest, any affected Foundation Board member shall refrain from any discussions, proceedings and voting on such matters. The chairperson of the Foundation Board or Executive Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence, which may include obtaining comparability studies, valuations, or appraisals, the Executive Committee or Foundation Board shall determine whether the Foundation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Foundation Board or Executive Committee shall determine by a majority vote of the disinterested Foundation Board members or Executive Committee members, whether the transaction or arrangement is in the best interests of the Foundation, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

Violation of Conflict of Interest Policy

If at any time, the Foundation Board or Executive Committee has reasonable cause to believe that a Responsible Person has failed to disclose a Financial Interest, Duality of Interest, or an actual or possible conflict of interest, it shall refer the matter to the Executive Committee for further investigation or evaluation at the next scheduled meeting. The Executive Committee shall inform the Responsible Person of the basis for such believe and afford the Responsible Person an opportunity to explain the alleged failure to disclose at the next scheduled meeting. If the Executive Committee determines the Responsible Person failed to disclose a Financial Interest, Duality of Interest, or an actual or possible conflict of interest, it shall refer the matter to the Foundation Board to take appropriate and corrective action. The minutes of the Executive Committee meeting shall reflect the findings of such further investigation or evaluation and whether the Executive Committee believes it is necessary to refer the failure to disclose to the Foundation Board.

The Foundation Board shall make the final determination on whether a violation of this Conflict of Interest Policy occurred and any such necessary action to be taken, including cancelling or voiding any contract or transaction entered into with or benefiting the Responsible Person or requesting the Responsible Person's resignation. Any such action shall be made a matter of record of the minutes of the meeting to reflect the outcome of the investigation and the determination and action of the Foundation Board.

Compensation

A member of the Foundation Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Foundation for services is precluded from voting on matters pertaining to that member's compensation. No member of the Foundation Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Foundation, either individually or collectively, is prohibited from providing information to any committee regarding compensation

Periodic Reviews

To ensure the Foundation operates in a manner consistent with charitable and educational purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects: (i) whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining; and (2) whether partnerships, joint ventures, and arrangements with management organizations conform to the Foundation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable and educational purposes, and do not result in inurement, impermissible private benefit or in an excess benefit transaction. The Foundation may use but need not, use outside advisors. If outside experts are used, their use shall not relieve the Foundation Board of its responsibility for ensuring periodic reviews are conducted.

Albany State University Foundation, Inc.

Annual Conflict of Interest Declaration

Board member name (please print)

Please answer the following questions regarding board independence, relationships and potential conflicts of interest for calendar year _____.

Have you received and read, do you understand, and do you agree to follow the Conflict of Interest Policy of the Albany State University Foundation, Inc.? Yes ___ No ___

Comments: _____

Do you understand that the Albany State University Foundation, Inc. is exempt from federal income tax under IRC Section 501(c)(3), and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes? Yes ___ No ___

Are you aware of any Financial Interest or Duality of Interest or potential or perceived conflict of interest as defined by the Conflict of Interest Policy between you and the Albany State University Foundation, Inc.? Yes ___ No ___

If yes, please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a conflict of interest arising.

Were you compensated as an officer or other employee from this or a related organization? Yes ___ No ___

Did you receive compensation or other payments from this or a related organization as an independent contractor, excluding reimbursement of expenses for services provided as a board member? Yes ___ No ___

Did you participate in a transaction in which an economic benefit was provided by you, directly or indirectly? Yes ___ No ___

Did you or one of your relatives receive, directly or indirectly, a grant, scholarship, fellowship, internship, prize, award, or other assistance including provisions of goods, services, or use of facilities (do not include business transactions for full and fair consideration engaged in to serve the direct and immediate needs of

the organization, such as payment of compensation to an employee or consultant in exchange for services of comparable value)? Yes ___ No ___

Did you have a business relationship with the organization? Yes ___ No ___

Did a family member have a business relationship with the organization? Yes ___ No ___

Did you serve as an officer, director, trustee, key employee, partner, or member of another entity doing business with this organization? Yes ___ No ___

Did you have a family member who received compensation or other material financial benefits from this or a related organization? Yes ___ No ___

Please list all family relationships with another officer, director, trustee, or key employee who is one of the following: a spouse, ancestor, sibling, child (natural or adopted), grandchild, and/or spouse of brother/s, sister/s, children, and/or grandchildren and any other potential conflict of interest relationship:

Please list any business relationships in which one person is employed by the other in a sole proprietorship; or employed by an organization with which the other is associated as a trustee, director, officer, key employee or greater than 35 percent owner:

Please list any business relationships in which one person is transacting business with the other in one or more transactions of sale, lease, loan, or performance of services; or involving transfers of cash or property valued in excess of \$1,000 in total for the year; or with an organization with which the other person is associated as an officer, director, trustee, key employee or greater than 35 percent owner: _____

Do you agree to promptly notify the Vice President of Institutional Advancement/Executive Director or the Chairman of the Albany State University Foundation, Inc. Board of any conflicts or potential conflicts of which you may become aware following completion of this questionnaire? Yes ___ No ___

Signature _____ Name _____ Date _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest and Conflict of Interest Procedures of the Albany State University Foundation, Inc. that are currently in effect.

ANONYMOUS REPORTING (WHISTLEBLOWER POLICY)

Overview

The Anonymous Reporting (Whistle Blower) Policy serves as a resource for all members of the Albany State University Foundation (the “Foundation”) community to anonymously report matters that compromise the Foundation or its working environment, including but not limited to any violations of the Code of Conduct policy, law, fraud, waste, abuse, or harassment without fear of retaliation.

It is the intent of the Foundation to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization’s goal of legal compliance. The support of all persons providing services or support to the Foundation is necessary to achieve compliance with various laws and regulations, and this policy is intended to encourage and enable all Foundation Board members, staff or volunteers to raise concerns without fear of retaliation within the Foundation.

Policy

Any Foundation Board member, staff or volunteer with a complaint or concern regarding improper conduct should report any concerns to the Vice President of Institutional Advancement/Executive Director of the Foundation, the Chairman of the Board of the Foundation or the University’s Human Resources Department. Reports of violations or suspected violations will be kept confidential to the furthest extent possible while conducting an appropriate investigation, which will abide by all applicable laws. Any individual who reports a suspected violation under this policy in good faith, without malicious intent towards others or intent to seek personal or financial gain will not be subject to harassment, retaliation or adverse employment consequences, even if the investigation results in a finding of no wrong doing. Any individual that retaliates or takes adverse action against any individual reporting concerns under this policy will subject the person(s) who made such retaliatory or adverse action to appropriate discipline, including removal/dismissal.

Handling of Reported Violations

The Vice President of Institutional Advancement/Executive Director of the Foundation shall acknowledge receipt of the reported violation or suspected violation within five business days of such receipt. Within a reasonable and prudent time, the Vice President shall notify the Executive Committee of any such complaint and work with the Executive Committee until the matter is resolved.

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

At the next scheduled meeting of the Executive Committee of the Foundation Board, the complaint or reported concern, findings and any such recommended action by the Executive Committee shall be made a matter of record of the minutes, subject to any applicable laws.

DONOR PRIVACY POLICY

The Albany State University Foundation, Inc. and Albany State University are committed to respecting the privacy of donors. Information that it collects and maintains include but are not limited to: contact information and address, important dates, giving history information, wealth screening, publications received and special requests for program information by individual donors.

The Foundation and Office of Institutional Advancement uses donors' information to understand their interests in its mission and to update them on the organization's plans and activities. This information is sometimes shared with staff, board members, volunteers and consultants only on a "need-to-know" basis and in the advancement of the Institution. The organization assures donors that their names and addresses will not be shared with any third party unless permission has been granted, or it is in the course of advancement services in which a confidentiality agreement or contract with the third party has been obtained and the information will be used solely for and by the Foundation or the Office of Institutional Advancement and not shared with any other entity.

For those who do not wish to be included on a mailing list, donors can contact the institution to have their names removed from any type of solicitation or contact list utilized by the Foundation or its vendors.

DONOR RECOGNITION POLICY

Overview

The Albany State University Foundation, Inc. (the “Foundation”) understands that donor recognition is often an important component of fundraising and it values those who have chosen to support education and invest in South Georgia by financially supporting the Foundation. Recognition is intended to provide appropriate, timely, and donor centered recognition of gifts, cultivate future support among current donors and inspire potential donors to support the Foundation and University. While respecting the donor’s right to privacy, we seek to honor the businesses, individuals and foundations that have supported the Foundation annually and historically.

Policy

It is the policy of the Foundation not to list specific values of support by any one individual entity without express permission and to honor any request to remain anonymous. Any donor recognition publication or structure will list giving societies or circles and bracketed levels of financial support for those societies or circles.

With the exception of the individual schools, units or departments within the University, the recognition society activities of the Foundation are handled or coordinated by the Office of Institutional Advancement and great care will be used to verify cumulative gifts and report accurate information in its publications.

The presentation of a gift by a donor or their representative, for an event, recognition, publication, marketing materials or photographic opportunity in which an actual gift or prop displaying the gift amount is used, shall be considered express permission to publicize or divulge the specific value of the gift by the donor.

INSURANCES

Overview

One of Albany State University Foundation's (the "Foundation") goals is to attract and recruit the best and the brightest Foundation Board members for their talents. Potential volunteers may be reluctant to join if not adequately protected for their actions as directors and officers. Therefore, the Foundation desires to protect those that help and serve the organization through adequate insurance policies to protect our members and assets.

Policy

At a minimum, the Foundation will purchase annually an insurance policy consistent with the protection afforded under a basic Directors and Officers policy. The Foundation may elect to carry additional coverage available to protect itself and its members from claims or suits.

Coverage

The combined maximum liability coverage for each policy year should be a minimum of \$1,000,000.00 coverage.

Definition of Coverage

Directors and Officers Insurance is commonly referred to as "D&O Insurance." The goal of D&O Insurance is to protect directors and officers of a corporation from liability in the event of a claim or lawsuit against them asserting wrongdoing in connection with the organization's business. At its most basic terms, D&O insurance protects directors and officers from defense costs arising from actions connected to their positions.

Other Insurance Policies

The Foundation Board will be responsible for the oversight of other insurance policies which may be necessary within the scope of business of the Foundation, including event insurance, property, comprehensive general liability insurance, and employment practice liability. The Foundation Board or its Finance Committee will annually review total amounts for all forms of insurance to ensure sufficient and appropriate coverage, including coverage for new gift assets.

FUNDRAISING POLICY

Authority, Responsibility and Duties

Albany State University has designated the Office of Institutional Advancement as its fundraising arm in collaboration with Albany State University Foundation, Inc. (the “Foundation”). The Office is managed by the Vice President of Institutional Advancement/Executive Director of the Foundation or the Chief Advancement Officer. They are the chief fundraising officers and report to the President of the University. The Chief Advancement Officer is responsible for the coordination of all fundraising activities, including the overall supervision and management of fundraising programs, administration of staff, and management of the cultivation, solicitation, and proper stewardship of all donors on behalf of the Foundation and University.

For purposes of these policies, the term “gifts” refers to private contributions (such contributions are sometimes called “grants” by foundations and corporations). Gifts are outright or deferred contributions received directly by the Foundation from private contributors (individuals, partnerships, corporations, foundations, and organizations), sometimes referred to herein as “donors,” in which neither goods nor services (other than general reports and/or fulfillment of donor intent) are expected, implied, offered or forthcoming for the donors. Gifts must NOT be set aside for use by a specific person.

All gifts or grants, whether for current use or endowment, solicited in the name of and treated as a gift to any part of the University, must be recorded by the Albany State University Foundation, Inc. This policy is not intended to affect any other nonprofit organization affiliated with the University, student organizations or clubs that are registered as a “qualified organization.” However, in accordance with Albany State University policies, all fundraising activities and departments wishing to engage in on-campus or off-campus solicitations and/or fundraising must submit a solicitation request form to the Office of Institutional Advancement for approval. Fundraising by departments or clubs is considered to be any event where fees are charged for admission, purchasing of items or services, sponsorship or the solicitation of any in-kind or tangible gifts. Solicitation requests must be submitted to and approved by the Office of Institutional Advancement prior to engaging in any such activities.

The following policies and procedures set forth the guidelines for the Albany State University fundraising program. Exceptions to these policies may be granted, where appropriate, by the Institutional Advancement Department or the Foundation’s Executive Committee.

Ethics and Responsibility

The Albany State University Foundation, Inc. and the Office of Institutional Advancement are dedicated to the highest standards of ethical conduct in fundraising. Staff members advocate these standards by incorporating them into all fundraising activities and by serving as models of professionalism to others. The Foundation supports and encourages its staff members in these efforts by providing appropriate opportunities for training, education, and leadership. Staff members, through training and orientation, are expected to be familiar with, and abide by professional standards of ethics. As such, the Foundation encourages adherence to the Association of Fundraising Professionals “Donor’s Bill of Rights” and believe that donors have the right:

1. To be informed of the organization’s mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization’s governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.

3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgement and recognition if desired.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

At no time should members of the Foundation, faculty or staff engage in offering legal or tax advice associated with a potential or actual gift. Consultation with legal counsel or a certified public accountant may be necessary for certain types of gifts but in all cases, donors should be referred to their personal, professional advisors for consultation as to the benefits or particular tax implications.

Fundraising Events and Activities

All events that will have revenue processed through the Foundation are subject to this policy.

Events with revenue processed through the Foundation usually include business related events sponsored by the University, its units or departments for donor or alumni activities, such as annual Galas, dinners or other annual events. Conversely, for academic or professional development events or any event where expenses are paid with Albany State University funds, the event revenue should be deposited with the University.

For any events in which revenue will be or is intended to be deposited into Foundation accounts, prior authorization for the deposit must be obtained by the Vice President of Institutional Advancement/Executive Director of the Foundation. The Foundation reserves the right to decline the proceeds or revenue of any event.

GIFT ACCEPTANCE POLICY

Purpose

This policy serves as a guideline to the Albany State University Foundation, Inc. (the “Foundation”) staff involved with accepting gifts, to outside advisors who assist in the gift planning process, and to prospective donors who wish to make gifts to the Foundation and allows for some flexibility on a case-by-case basis.

In order to protect the interests of the Foundation, the Albany State University (the “University”), and the donor, these policies are designed to ensure that all gifts are structured to provide maximum benefit to all parties. The goal is to encourage funding of Albany State University and the Foundation without encumbering the organizations with gifts that may prove to generate more cost than benefit or that are restricted in a manner that is not in keeping with the goals of the University or the Foundation.

To optimize funding from individuals and other entities, the Foundation must be capable of responding quickly, and affirmatively when possible, to all gifts offered by prospective donors. It is understood that, except where stated otherwise, these policies are intended as guidelines and that flexibility must be maintained since some gift situations can be complex. Decisions may be made after careful consideration of a number of interrelated factors. Therefore, these policies will in some instances require that the merits of a particular gift be considered by the Finance Committee, in consultation with the Executive Committee, with a final decision being made by the Executive Committee.

Gifts accepted by the Foundation are to benefit the Foundation or the University in furthering its mission of excellence in higher education. It is not appropriate for the Foundation to collect or accept gifts for other non-profit organizations or act as a pass-through for other groups not directly involved with the University’s stated purpose. The Foundation has the sole discretion to revise this policy.

Gift Definition

A gift is the irrevocable transfer of assets made to the Foundation which is completed, made voluntarily and with donative intent. A gift must be made without the donor receiving or expecting to receive anything of value in return. Any transaction where the donor receives goods and/or services in return for funds is not a gift to the Foundation. If the contribution is a partial gift to the Foundation, then the amount of funds constituting the gift will be accepted by the Foundation while the value of the amount received in exchange for services will be directed to the University. The Foundation does not accept assets or funds related to the University that are considered revenue directly related to the use of state assets.

Examples of purposes for funds that are not gifts to the Foundation include, but are not limited to, the following: any funds related to the use of the University’s name, logo, or likeness; funds related to University hosted events and functions; funds related to payments or compensation of any University employees; or funds relating to advertisements or purchases of goods that benefit the donor.

The Foundation will review each donation before funds are deposited and determine if the funds being transferred are a gift or are being transferred as part of an exchange of goods and services. The Foundation has the sole discretion whether or not to accept any and all funds and gifts to the Foundation.

Gift Solicitation

No gift solicitation by any individual, group, or party, outside of the Office of Institutional Advancement or the Foundation Board should occur without prior approval by the Office of Institutional Advancement. All applicable fundraising activities shall be coordinated through the Office of Institutional Advancement

and no fundraising or solicitation of gifts shall be authorized without the expressed permission of the Vice President of Institutional Advancement/Executive Director of the Foundation.

Any proposed solicitation of private resources by individual faculty, staff, and/or University units on behalf of the Foundation or any of its programs must be coordinated with and approved by the Foundation or the Vice President of Institutional Advancement/Executive Director of the Foundation. This policy is not intended to be restrictive, but rather to ensure efficient and effective fundraising by all involved. Individuals or groups who have demonstrated need and desire to engage in fundraising activities are encouraged to do so under the guidelines of this policy and in collaboration with the Office of Institutional Advancement and the Foundation.

Gift Acceptance

The following policy serves as a guideline for the Foundation and staff so that gifts may be reviewed, received and handled in an orderly and expeditious manner. The intent of the policy is to protect the interest of the Foundation, the University and the donor and provide for the acceptance, valuation and disposition of gifts to the Foundation. It is the responsibility of the Foundation and the Office of Institutional Advancement to ensure that any gift received by the Foundation is an outright gift as previously defined and that no benefit has been promised, expected, implied, or forthcoming for the donor.

No gift shall be received if there is a benefit that has been promised, expected, implied, or forthcoming in exchange of the gift. Prior to the receipt of any contribution, staff should make every effort to ensure the contribution meets the aforementioned definition of "gift." The Foundation has the sole discretion whether or not to accept any and all funds and gifts to the Foundation.

Any gift must be for the exclusive use of the Foundation or University and under the control of the Foundation. It is important for the donor of any gift to understand that any gift may be sold as soon as possible and reasonable and the Foundation will file any necessary forms with the Internal Revenue Service.

Any gift that is received by the Foundation that is not restricted or earmarked for a specific purpose shall be considered as an undesignated, unrestricted gift to the Foundation and may be utilized to meet the overall needs of the Foundation, University or scholarships, or to further the mission of the Foundation in its support of the University.

The Office of Institutional Advancement shall follow IRS guidelines and regulations in the course of receiving and disposing of any gift. It is the policy of the Foundation that standard gift acknowledgement practices will be followed. In the course of conducting the acceptance and disposal of certain types of gifts, it is sometimes necessary and required for the Office of Institutional Advancement to file IRS Form 8282 and 8283 or any other applicable forms required by the IRS. Form 8283 is used to value any gift of property over a value of \$500 and Form 8282 is to be utilized for the sale, use, exchange or disposition of the property listed on Form 8283.

Gift Restrictions

The Foundation retains the sole discretion to accept or decline any offer of a gift. As such, the following policy addresses restrictions of gifts to the Foundation for the benefit of the Foundation or the University and shall serve as guiding principles for the consideration or receipt of any gift.

Gifts that discriminate on the basis of race, color, religion, nationality, national origin, age, disability, gender, or sexual orientation are prohibited and will not be accepted.

All family members of the donor are disqualified from receiving any scholarships from the donor's funds even if such person qualifies under the criteria set forth for the scholarship.

Gifts made on the condition or with the understanding that the award will be made to a student of the donor's choice are prohibited, except that the donor may be permitted to be a member of the scholarship selection committee. Money received subject to such restrictions of the donor choosing the recipient may be credited to a depository account within the Office of Financial Aid, but it will not be considered or recorded as a gift to Foundation. The donor will be notified of the Foundation's lack of acceptance as a gift prior to such deposit with the Office of Financial Aid.

The terms of any gift should be as flexible as possible to permit the most productive use of the funds, and as nearly as possible, to be consistent with the original intent of the donor.

Gifts that restrict or impede the work or scholarly activity of a faculty member, fellowship holder, or student are prohibited.

Gifts that include a commitment for the future employment of the student recipient are prohibited.

Donors may not select the recipient of scholarships, awards or any benefits to be derived from their gift. The donor is permitted to set forth reasonable and objective criteria regarding the recipients of their donated funds. In certain circumstances, the donor of a gift may serve on a selection, evaluation, or advisory committee involved in the selection or evaluation of students or faculty members who would benefit from the gift. These situations should be limited, must meet very specific criteria and serve only as a recommendation to the Foundation, which must approve all recommendations.

Gifts or pledges contingent on an action the institution would not have otherwise taken are prohibited.

Effective July 1, 2021 the Foundation Board of Trustees passed a resolution to clarify the requirement for named non-endowed scholarships. In order to create a named non-endowed scholarship, the donor must make a minimum \$10,000.00 cash donation. Pledges will not be accepted to create a named non-endowed scholarship.

Changing Restrictions/Variance Power

The use of donated funds for a purpose other than that stipulated by the donor is ordinarily prohibited. However, if a program, major, or educational unit of the University is no longer being offered, if the original intent of the gift is outmoded or no longer valid, the Foundation Board may utilize variance power, if such variance power is clearly given to the Foundation Board in the gift instrument or a separate document executed by the donor, to redirect funding to the next closest program, school, major or unit that most closely resembles the original intent of the donor. If another use is deemed necessary, consent for using the funds in a different manner should be sought from the donor or the intent may be altered in accordance with the terms of the gift agreement or state law. Should a fund's purpose or intent need to be modified in which the donor's consent cannot be obtained or there is not a signed gift agreement indicating clear variance power by the Foundation to modify the purpose or intent, the procedures outlined in the Georgia Uniform Prudent Management of Institutional Funds Act (UPMIFA) or any other applicable law must be followed.

Rescinding Gifts

As stated previously, a gift is by definition an irrevocable transfer of property or money and the Foundation issues a receipt for all contributions. These receipts represent the documentation required by the IRS to

claim a charitable deduction for income tax purposes. The occasion should not arise in which the Foundation is asked or expected to return a gift. However, in those rare instances in which a donor has requested that a gift be returned, the Vice President of Institutional Advancement/Executive Director of the Foundation shall review the request with the Executive Committee, which shall have the sole discretion on whether to return the gift to the donor. If after review of the situation and the donor's request, the Executive Committee's recommendation is to return the gift to the donor, the Foundation shall provide the donor and/or the IRS with any applicable tax forms required by law.

Quid Pro Quo Contributions

The Foundation from time to time engages in events, such as Galas, dinners or special events that require quid pro quo contributions. Federal tax law defines a *quid pro quo* gift as "a payment made partly as a contribution and partly as a consideration for goods and services provided to the payor by the organization." If the funds being presented are for payment of a special event or has a tangible benefit attached to the transaction, then the staff should articulate that the funds are not an outright gift and that a letter will follow indicating the tax deductible and non-deductible portion of the funds received.

If the Foundation receives a payment made partly as a contribution and partly in consideration for goods and services in excess of \$75, the Foundation must provide the donor with a written statement that contains the following information: (1) a statement that the amount of the contribution that is deductible for federal income purposes is limited to the excess of the amount of the money and the value of any property contributed by the donor over the value of the goods or services provided by the Foundation; and (2) a good-faith estimate of the value of the goods or services provided by the Foundation. This statement must be provided in connection with the solicitation or upon receipt of the contribution and may be sent via email; provided that the Foundation should maintain a copy of the email for its records.

Cash, Checks and Currency

All gifts by check or cash will be readily accepted by the Foundation regardless of amount. Every attempt should be made to ensure that there is an indication in the "memo" line of the check or an accompanying documentation, detailing what the gift is intended to support.

Checks should be made payable to the Albany State University Foundation, Inc. or to a particular program or project at Albany State University. In no event should a check be made payable to an employee, agent, or individual who represents Albany State University or Albany State University Foundation, Inc.

It is the policy of the Foundation that gifts of cash, check, or currency, should be deposited into one the Foundation's depositories as soon as possible, but no more than 2 business day after the gift is received. Cash gifts received by any one individual should be verified by at least one other person upon receipt and prior to deposit.

Credit Cards

The Foundation currently accepts credit cards contributions for the benefit of the donor and ease of receiving a gift. Credit card transactions normally should be completed via on line, a remote payment system or another approved manner meeting the Payment Card Industry Data Security Standard. At no time should a staff member record or maintain a copy of the donor's account information beyond what may be necessary to complete a gift that is not able to be transacted via an online secure payment processor. The gift will be recorded as the full amount indicated by the donor and transaction. Any transaction fees by the payment vendor will be considered as an administrative fee by the Foundation and not deducted from the actual gift amount.

Pledges

Pledges may be payable in single or multiple installments. Multi-year pledges should not exceed 3 years and should be at least \$10,000. Any pledge that may exceed 3 years should only be considered after consultation with the Vice President of Institutional Advancement/Executive Director of the Foundation. Whenever possible or appropriate, donors should be asked to complete a pledge form or confirm the pledge in writing. The annual faculty/staff fund campaign donations through payroll deduction are not subject to this requirement.

Payroll Deductions

Current University employees may elect to give annually to the Foundation automatically through payroll deduction. Employees may choose to give a specific dollar amount or have recurring gifts withheld from each paycheck. In compliance with the Payroll Department, employees must complete and submit a payroll deduction commitment form and submit the form to the Office of Institutional Advancement to be recorded and shared with the Payroll Officer.

For gift receipt purposes, an employee's monthly paycheck receipt or W-2 will provide substantiation for gifts given through payroll deduction. However, any single gift of \$250 or more given through payroll deduction will be acknowledged and receipted in accordance with IRS regulations.

Publicly Traded Securities

Readily marketable and publicly traded securities, such as those traded on a stock exchange, are accepted by the Foundation as gifts. It is the policy of the Foundation to sell gifts of securities immediately after they have been received and the proceeds returned to the Foundation for deposit into the appropriate fund.

The preferred method of transfer is for the securities to be transferred through the use of the Depository Trust Company (DTC), to a brokerage where the Foundation has current assets and agreements of fees and protocols.

The valuation of the gift of stock is based on the average of the high and low price quoted for that date the gift is received and the average price sets the price per share for gift valuation. For all gifts of marketable securities, the Office of Institutional Advancement will obtain the high and low price for the date the gift officially transferred into the name of the Foundation. In many cases, there is a period of time between the date of the gift and the date of the sale and it is common that a gain or loss may be recognized on the sale of the stock. The gain/loss shall be booked to the fund receiving the gift and the gift valuation for the donor will not be adjusted. For the purpose of the Foundation's gift crediting and accounting purposes, the value of the security is the average of the high and low on the date of the gift.

Periodically, a donor may request the Foundation retain a gift of a security for a specific period of time. Should such a request be made, no promise of retention should be made without prior consultation with the Vice President of Institutional Advancement/Executive Director of the Foundation, review of the Foundation's Investment Policy Statement and consultation with the Executive Committee Chairman.

In certain circumstances, the donor(s) may request that another broker be used to receive and sell the securities on behalf of the Foundation. Should this situation arise, the Vice President of Institutional Advancement/Executive Director of the Foundation may permit this to be done on a case by case basis. At the direction of the Vice President, the broker will establish an account with his/her firm in the name of the

Foundation. The broker will work with the Office of Intuitional Advancement to obtain the necessary corporate information to open the account. After the account has been opened and the securities transferred to the account, the broker will sell the security and send the proceeds, the net of commissions, to the Foundation.

Closely Held Securities

Non-publicly traded securities may be accepted after consultation with the Finance Committee and the Foundation's legal counsel. It is the policy that the donor is responsible for any fees necessary to obtain an appraisal or value of the closely held security. The cost of the appraisal is to be borne by the donor.

Prior to acceptance, the Foundation should and will explore methods of liquidation for the securities through redemption or sale. A representative of the Foundation or Institutional Advancement will contact the closely held corporation to determine an estimate of fair market value and any restrictions on transfer or sale of the securities.

No commitment for repurchase of closely held securities will be made prior to the completion of the gift or securities. However, unless otherwise requested by the donor, and approved by the Foundation's Executive Committee, it is the policy of the Foundation to liquidate the asset as soon as possible and in a prudent manner.

Real Estate

The Foundation welcomes gifts of real property, considered to be land, buildings, structures or improvements to the aforementioned. If the real property gift is intended to be used by a unit of the University, not sold in order to fulfill its academic mission, then it is recommended the gift be made directly to University. The gift will then be considered state property and will qualify as state property for tax and insurance considerations.

The following policies have been adopted by Foundation relating to the acceptance, management, and liquidation of real property gifted to the Foundation:

No gift of real property shall be accepted without prior review by the Foundation's Executive Committee.

Due to the expenses associated with gifts of real property, the value of the property should not be less than \$10,000 and all transfer of record, sale and ownership should be conducted through and in collaboration with the Foundation Board.

In order to reduce liability, costs related to the transaction and exposure to the Foundation, unless otherwise requested by the donor and approved by the Executive Committee of the Foundation, the Foundation should attempt to identify a purchaser and dispose of the property in a timely and prudent manner.

Depending on the value and desirability of the gift, the donor's connection with the University or the Foundation and the donor's past gift record, the donor may be asked to pay for obtaining an appraisal of the property and the costs related to the transfer of the property. Real property donated to the Foundation will generally be disposed of immediately and the proceeds used as directed by the donor. Unless otherwise agreed upon prior to the transfer, the donor must agree in writing to pay all expenses associated with retaining the property such as, taxes, insurance, maintenance, broker's and commissions and all other holding and carrying forward costs until the property is disposed of.

A member of the staff must conduct a visual inspection of the property. If the property is located in a geographically remote area, a local real estate broker can conduct the visual inspection for the Foundation staff. An independent appraisal of the property should be obtained no more than 60 days prior to the gift transaction date or transfer of ownership. The donor shall provide the Foundation with copies of the most recent:

- Copy of the real estate deed
- Real estate tax bill
- Plat/site plan
- Substantiation of the zoning status
- Statement of condition of improvements
- Environmental hazards or conditions statement

For the Foundation's gift crediting and accounting purposes, the value of the gift is the appraised value of the real estate. The appraisal must be done by a certified appraiser who adheres to the Standards of Professional Practice of the Appraisal Institute and any other requirements of substantiation by the IRS. (Note: The Foundation may choose to exclude costs for maintenance, insurance, real estate taxes, broker's commission, and other expenses of the sale from the value of the gift, if not provided by the donor and if permitted by IRS regulations.)

Bargain sales of debt encumbered real estate will require two separate and timely appraisals of the property as well as a written agreement between the donor and the Foundation. This agreement should include full disclosure of the loan amount and the estimated equity in the subject property. Debt to value ratio should be no greater than 50%. Full disclosure of the condition of the property is also required. This includes environmental and structural problems with the structures or land.

The gift of partial ownership of real estate property will be considered and is at the sole discretion of the Executive Committee.

If the property is intended to be held as an asset of the Foundation, Foundation staff will consider and report to the Executive Committee in advance of the acceptance, important details including but not limited to, unrelated business income tax implications, environmental conditions, debt, liability or maintenance expenses associated with the gift.

In the rare case where property is donated via an estate gift or will, or a warranty deed is signed over to the Foundation without first clearing the Foundation's gift acceptance policies, the Executive Committee may, upon review of the circumstances of the property, recommend to the full Foundation Board, to accept or reject the gift.

For other policies regarding the gifts of Real Estate, see the policy regarding **Real Estate Acquisition and Disposition**.

Life Insurance

The Foundation may accept life insurance policies as gifts. The donor must follow applicable law in order for these gifts to be tax deductible for the donor. In general, the Foundation should be named the beneficiary

of 100% of the proceeds from the policy and owner of the policy. The Foundation shall determine the value of the gift based on applicable tax law and inform the donor with the required receipt documentation discussed above.

Tangible Personal Property

Personal property is considered to be, but is not limited to paintings, watercolors, prints, drawings, sculpture, ceramics, furniture, decorative arts, antiques, textiles, carpets, silverware or pieces, rare manuscripts, historical memorabilia, antiquities, ethnographic art, collectibles, gems and jewelry.

Gifts of tangible personal property to the Foundation should have a use related to the Foundation's exempt purpose and be of benefit to and consistent with the mission of the University. Acceptance of such a gift should not involve significant additional expense in its present or future use, display, maintenance, or administration; and no financial or other burdensome obligation or expense is or will be directly or indirectly incurred by the Foundation or University as a result thereof.

Unless otherwise specified as a condition of the gift, the Foundation, in assuring that the donor's intent for the gift is honored, is empowered to retain the gift of property, turn it over to the University or liquidate it for the benefit of the Foundation.

Gifts of tangible personal property as previously noted will be used by or sold for the benefit of the Foundation and/or the University.

No property which requires special display facilities or security measures will be accepted by the Foundation without consultation with the Executive Committee and the University Administration.

Depending on the anticipated value of a gift, the Foundation may request that the donor have a qualified appraiser value it before accepting it. Further consideration should be given to the ability to liquidate the gift and any additional costs or expenses that may be incurred in the transaction.

The Foundation adheres to all Internal Revenue Service requirements related to disposing of gifts of tangible personal property and filing appropriate forms.

The Finance Committee shall have the sole discretion to refuse any tangible property gift that may be too cumbersome to liquidate or for any cause after review of the gift and potential benefit of receiving the gift.

The Foundation generally accepts the value provided by the donors for items valued less than \$5,000. However, the donor must complete any required IRS Forms (currently IRS Form 8283) for gifts valued between \$500 and \$4,999 to qualify as a charitable contribution for income tax purposes. In addition, for gifts valued at greater than \$5,000, the donor must also provide an appraisal or other third party verification of the value. Regardless of value, the donor must complete a Deed of Gift form to irrevocably transfer ownership of the assets to the Foundation. Upon receipt of the appropriate documentation, the Office of Institutional Advancement will issue a Gift Receipt describing the item(s) donated, and if the donor provided Form 8283, the Foundation will return the signed form with the receipt. This receipt will **not** include a dollar value.

In cases where applicable and the asset is sold or disposed of, the Office of Institutional Advancement will complete any necessary IRS forms, such as the Form 8282, and return a copy to the donor.

Intellectual Property/Royalties

The Foundation can accept intellectual property (an intangible asset) that has been produced through creativity and innovation. Examples of intellectual property include but are not limited to patents, copyrights of cultural, artistic and literary works and computer software under development. In many instances, the donor is the developer of such property and is giving the Foundation the right to use such property, not the copyright to the intellectual property itself. The Foundation and University will work together to determine the technical aspects to accepting a gift of intellectual property, subject to the general principles outlined in this policy.

Royalties are payments made for copyright services performed or for the use of an invention and they should be made payable to the individual who performed the service. If the royalty is made payable to the individual who performed the service, the check can be endorsed over to the Foundation. The payment will be recorded as gift income and a gift receipt will be issued to the person who earned the royalty.

If the royalty is made payable to the Foundation, the check will be recorded as other income and no gift receipt will be issued if all rights to the property that has generated the royalty have been assigned to the University or the Foundation or royalties that are generated from work made for hire. Work made for hire includes “a work prepared by an employee or group of employees within the scope of his or her employment.”

If the royalty is made payable to the Foundation, the Foundation will only issue gift credit to the faculty or staff member if the Foundation receives proof from the third party that they will be issuing a 1099 Miscellaneous Income Form to the person who earned the royalty.

If the rights to the property that has generated the royalty have been assigned to Foundation, the Foundation should receive and retain a copy of any contract between the individual who is the author of the product or invention and the company that will be distributing any such royalties.

Gold and Silver

Gifts of gold and/or silver can pose specific challenges for the donor as well as the Foundation because of their classification and “related use.” The IRS, through Private Letter Rulings, has classified gold and silver in various categories, such as Currency and Tangible Property, as collectibles. Because each situation or variation of the gift may have particular benefits to the Foundation and the donor, consultation with the donor, their professional advisor, the Finance Committee and the Foundation’s professional advisors should be considered prior to receiving a gift of gold or silver.

Should the acceptance of the gift prove to be beneficial to the Foundation, University and the donor, the gift(s) process by which valuation was determined and the type of asset class or classification, should be well documented as the classification can affect the donor’s deductibility. Any such gift of gold or silver, coins or bullion, should require an appraisal from a commodities broker or other such dealer since the units are not standardized.

As with other non-cash gifts, the asset should be liquidated, the proceeds of the gift returned to the Foundation and used as the donor directs or intends. However, it is at the discretion of the Executive Committee to determine if retention of the gold or silver would be beneficial and should occur for future appreciation as a part of an asset class permitted within the Investment Policy Statement.

The determined class of type of property as well as the appraised value shall dictate the value of the gift, the Foundation’s gift crediting and accounting purposes, and the disposition paperwork.

Sponsorship of Events

Should, a donor or group of donors wish to 'sponsor' an event by 'picking up the tab' for such items as facility rental, bar, food and/or entertainment expenses and receive credit as a tax deductible "gift", the following shall be the policy and procedure for these types of gifts.

If the donor represents the business providing the "gift", the proper way to make such a gift would be that the business or donor to submit the bill for payment to the Foundation and then make a cash contribution for the amount they wish to donate. Otherwise, each vendor should submit an invoice for payment to the Foundation. Then a donor, or group of donors, may offset these costs with a cash contribution to the Foundation. If payment from the Foundation is not acceptable (e.g. a country club can only accept payment from a member), the donor may pay the bill(s), submit copies of the invoice(s) for reimbursement from the Foundation, accept payment and then make a contribution, either by signing over the check or by issuing one from their personal account.

Gift In-Kind and Services

A donor may wish to make a contribution of services such as catering, instruction, landscaping, floral arrangements, music, etc. The preferred way to handle these types of transactions would be for the donor to actually submit a bill/invoice for the services performed to the Foundation, accept payment, and then make a contribution, either by signing over the check or by issuing one from their personal account.

If the donor does not wish to receive the income nor claim a charitable deduction for Income Tax purposes, he/she may simply submit the bill/invoice to the Foundation or Office of Institutional Advancement as documentation to receive recognition (soft) credit. If this option is chosen, the donor will not be issued a gift receipt. The 'value' of the services will be recorded as recognition credit only. Such gifts will be included in Foundation's fundraising reports and will 'count' for donor recognition purposes (e.g. Honor Roll) but they will not be included on the CASE/VSE report.

Planned Gifts

The Foundation offers the following planned gift options:

1. Charitable gift annuities
2. Charitable remainder trusts
3. Bequests
4. Charitable lead trusts
5. Retained life estates

At no time should a donor consider leaving a planned gift to the University or Foundation for the benefit of a specific individual or their education.

Charitable Gift Annuities

The minimum gift accepted to establish a charitable gift annuity is \$10,000. There can be no more than two (2) beneficiaries of the annuity and no income beneficiary of a charitable gift annuity should be less than 50 years old. Administrative fees are to be paid from income earned on the gift annuity.

The Foundation follows the American Council on Gift Annuities suggested rates and companies, vendors or agents used to underwrite an annuity must be approved by the Finance Committee.

The aforementioned policies for Charitable Gift Annuities are subject to change based on IRS regulations and the company used to underwrite the annuity.

Charitable Remainder Trusts

Due to the cost of drafting and administration, the recommended minimum gift amount to establish a charitable remainder trust is \$100,000. The payout rate of a charitable remainder trust will be determined in consultation with the donor and a professional advisor. By law the payout rate cannot be lower than 5%. This rate is somewhat negotiable and will be based on the number of beneficiaries, their ages, and the amount of the assets in the trust.

Investment of a charitable remainder trust will be determined by the fiduciary hired to manage the trust. No representations will be made by any employee or other person acting on behalf of the Foundation as to the management or investment of the trust assets.

Management or other necessary fees for the administration of a charitable remainder trust when the Foundation is named as trustee or co-trustee will be paid from the income of the trust.

Fees that are associated with the establishment of the trust may be the responsibility of the donor and should be considered by the Investment and Finance Committees before the Foundation agrees to the establishment of the trust.

The aforementioned policies for Charitable Remainder Trust are subject to change based on IRS regulations.

Types of Trusts

Charitable Remainder Unitrust ("CRUT")

The primary feature of the unitrust is that it provides for payment to the income beneficiary in an amount that may vary. The payment must equal a fixed percentage of the new fair market value of the trust assets valued annually. The donor determines the fixed percentage upon creation of the unitrust.

The unitrust payment must be made annually or at more frequent intervals to the donor and/or another beneficiary for life. Or, the unitrust may be set up for a term of years not exceeding 20. The donor is allowed an income tax charitable contribution deduction equal to the present value of the Foundation's remainder interest in the unitrust that is determined by reference to Treasury Regulations. The deduction is based on the fair market value of the asset transferred, the payout rate chosen, and the age and number of beneficiaries.

The unitrust can be funded with cash or with long term, highly appreciated capital gain securities or real estate.

Charitable Remainder Annuity Trust ("CRAT")

The annuity trust shares many common features with the unitrust with the following exceptions:

The annuity trust provides for fixed income payments that may not be less than 5% of the initial fair market value of the gift in trust, and additional contributions are not permitted.

Charitable Lead Trust

This trust is the reverse of a Charitable Remainder Trust in that the income generated from assets placed in trust is paid to the Foundation for a period of years, after which time the property either returns to the donor or is transferred to a named beneficiary or beneficiaries (typically, children or grandchildren). By establishing such a trust the donor is, in effect, "lending" the asset to the Foundation for the term of the trust.

Bequests

Bequests shall be considered as assets transferred through bequests or wills that have immediate value to the Foundation or the University, or can be readily liquidated. These gifts will be encouraged by the Office of Institutional Advancement. Gifts that appear to require more cost than benefit may be discouraged or rejected.

Donors who have indicated that they have made a bequest to the Foundation may, depending on the individual situation, be asked to disclose in writing or by copy of the paragraph in the will relevant to the Foundation or University as evidence of their gift. This information is used for internal purposes or donor recognition and is not binding on the donor.

Donors that have made their intentions known to the Foundation that the Foundation will be a beneficiary of a bequest will be recognized in what is known as the Foundation's "Legacy Society."

Retained Life Estates

Gifts of real property with retained life estates are acceptable gifts. Depending on the type of gift presented, its current or anticipated appreciated value, the donor may be responsible for expenses related to the property during the life estate which may include maintenance, insurance, and other common related costs to maintaining property in good working order. Consideration of accepting a retained life estate should be reviewed with the Executive Committee and legal counsel of the Foundation. The decision to accept any Retained Life Estate gift will be at the discretion of the Executive Committee of the Foundation.

Administrative Issues Related to Planned Giving

The Foundation will not act as an executor or personal representative for a donor's estate. However, the Foundation may act as co-trustee of a charitable trust when the Foundation is beneficiary of 50% or more of the trust assets.

The Foundation may assist with expenses related to the drafting of legal documents for a charitable trust when the Foundation is named as beneficiary of 50% or more of the trust. The donor's counsel must review the documents at the donor's cost.

REAL ESTATE ACQUISITION AND DISPOSITION POLICY

PURPOSE

This policy will serve to guide the Board of the Albany State University Foundation, Inc. (the “Foundation”) in making prudent decisions regarding real property owned by the Foundation. It is not the intention of the Foundation Trustees to be real estate investors, except when the acquisition and disposal of real property benefits Albany State University (the “University”) in its mission to serve the South Georgia region. While gifts of real estate can be valuable, without due diligence and careful management, they can also be problematic and costly. (See Gift Acceptance Policy for guidelines for accepting real estate gifts). Real estate acquisitions by the Foundation should be in keeping with the University’s overall physical plan for the campuses.

No policy herein is meant to, or supersedes any Board of Regents policy regarding the acquisition and disposition of Real Estate.

Gifts

Outright gifts of real estate will be sold within a reasonable time after the gift is made unless it fits into the University’s master plan, short term or long-range goals. The Foundation should attempt to identify a purchaser and dispose of the property in a timely and prudent manner and if possible, upon acquisition. When leased properties are given to the Foundation, tenants should be encouraged to remain until disposition of the property is accomplished. This will provide an income stream to help defray the costs of maintenance and other expenses associated with the property.

Proposed real estate gifts with conditions and restrictions should be carefully reviewed and declined if those conditions and restrictions have the potential to jeopardize the integrity and/or the financial well-being of the Foundation. Favorable public perception of how the Foundation and University conduct business is vitally important to the future of the institution.

Debt Encumbered

(Gift Acceptance Policy for Real Estate)

It is the intent of the Foundation not to accept real estate gifts that carry debt; however, under specific circumstances that benefit the approved master plan and the mission of the University, the Trustees may approve the real estate transaction.

Proposed real estate gifts that are encumbered by debt must be accompanied by a written agreement between the donor/seller and the Foundation outlining at least the following:

- State the debt balance as of the date of the agreement
- Acknowledge any other encumbrances such as liens, unpaid taxes, deed restriction, etc.
- State full disclosure of any problems, costs or other deficiencies of the property whether environmental, physical, legal, or other

Total debt cannot exceed 50% of the fair market value of the property. This value will be determined by an appraisal done by a qualified, competent, ethical appraiser. The Foundation should not rely on the appraisal obtained by the donor/seller for tax purposes.

Competitive market analyses and “windshield” estimates of value are **NOT** acceptable for Foundation purposes.

Selling

Foundation property made available for sale should be listed with a qualified real estate broker who is active in the appropriate segment of the market---commercial, residential, farms, etc. All agreements with the broker should be outlined in the Listing Agreement included commissions, terms of the listing, multiple listing service exposure, and other issues surrounding the transaction. Under no circumstances should there be verbal or otherwise unrevealed agreements not shared with all parties involved.

In the spirit of fairness and goodwill, it is the policy of the Foundation to use various brokers for properties that are listed for sale. Care should be taken to **NOT** favor or appear to favor real estate brokers who are also members of the Foundation Board.

In order to assure that the best price is obtained, the property should be listed for sale and exposed to the open market before offers are accepted.

Purchasing

The Foundation, in service to the University, may at times purchase real estate for expansion of the campuses. When considering properties to be purchased, attention should be focused on the University’s master plan for the campuses; and the projected directions of growth. In acquiring needed properties, gifts and bargain sales of the needed parcels should be considered and encouraged.

Prior to purchasing properties, the Foundation will require the following:

An appraisal to establish fair market value by a certified, competent and ethical real estate appraiser. (NOTE: It is not appropriate to accept appraisals obtained by the seller or competitive market analyses and “windshield” estimates of value).

A Phase I environmental site assessment conducted by a professional and qualified firm or individual. If further testing and investigation is indicated, those tests will be conducted **PRIOR** to the purchase.

Full disclosure in writing from the seller of any and all problems or issues that involve the property whether physical, financial, environmental, legal or other.

In purchasing real property on behalf of the University, the Foundation trustees should be mindful that the properties will eventually be deeded to the Board of Regents for the benefit of the University, and must meet all standards for University System real properties as outlined in the updated policies of the BOR of the University System of Georgia.

(Also see Gift Acceptance Policy for any other related policies.)

GIFT ACCOUNTING POLICY

Authority, Responsibilities, and Duties

The Office of Institutional Advancement is the receiver of all private, philanthropic support of Albany State University (the “University”). They record all gifts, pledges and deferred gifts made on behalf of the Albany State University Foundation, Inc. (the “Foundation”). The Office of Institutional Advancement provides gift receipts to donors and various fundraising reports to both internal and external constituents. In addition, they record non-gift revenue related to fund raising and alumni events.

The Accounting Manager within the Office of Institutional Advancement is responsible for updating and maintaining accurate biographical information contained in the alumni/donor database. This information aids the development programs, fundraising, various school/college programs and many alumni functions. The Office of Institutional Advancement researches, updates, and verifies information received before processing into the database and maintains the database accuracy. The Office of Institutional Advancement sets up new donor/friend records and reconciles new graduate records to the system and ensures proper credits and soft credits are applied to donors for gifts received.

The Foundation and its Board shall oversee all services provided to the Foundation by the Office of Institutional Advancement.

Confidentiality

The Office of Institutional Advancement works with sensitive donor and payment information. Any personal requests for access or changes to an individual's giving or payment information must be requested or confirmed by that individual. This applies to giving information such as gift history, pledges and payment information such as personal account information. The requestor should verify their identity by providing their name and graduating year, when applicable, date of birth, social security number if appropriate, and then by verifying the previous giving or payment information being changed. The Accounting Manager should be notified of any requested changes prior to completion.

Changes to Biographical Information

Any unsolicited, personally requested changes to an individual's biographical information should be requested or confirmed by that individual. The individual should verify their identity by providing their name and graduating year, date of birth, social security number if appropriate, and then by verifying the previous biographical information being changed.

In an effort to comply with the FTC's “Red Flags Rule,” this policy applies to updates to name, address, phone number, email address, and any other biographical information which may be used to confuse one person's identity with another's.

This does not apply to updates solicited through mailed surveys or acquired from independent or institutional sources, such as other USG systems, the USPS, or data service providers.

Other Income

The Office of Institutional Advancement is also the central depository to record all income related to fundraising events associated with the University and other non-gift revenue to the Foundation. This includes payments for event registrations, purchase of merchandise, rent income, etc. All such income is deposited and recorded by this office.

Reporting

The Office of Institutional Advancement is responsible for all the Foundation's gift reporting for the University. Reports include the annual Voluntary Support of Education Survey (VSE) for the Council for Aid to Education (CAE), monthly gift reports, and annual audits. The VSE is used by both the Georgia Board of Regents (to assess and compare the fundraising results at and among institutions within the University System of Georgia) and by the Council for Aid to Education (CAE) for comparison with other member institutions.

Reporting Gift and Grants

The Office Institutional Advancement is responsible for recording all gifts to the Foundation. All units receiving gifts for the Foundation should send the appropriate supporting documentation to the Office Institutional Advancement for proper recording upon receipt. This ensures timely entry and reporting of all gifts given to the Foundation.

Deposit Requirements

Any gift must be able to be received by or deposited with the Foundation. The following must be deposited with the Office Fiscal Affairs:

Any checks made payable to University or a unit thereof which does not have supporting documentation requesting a donation to the Foundation;

Any funds which are received in accordance with the terms of a contract, grant, or other agreement for the performance of services or any other expenditures of funds by a University unit;

Unrestricted gifts designated to benefit the University or a unit thereof; and

Personal property donated and intended to be held by the University unit in furtherance of the University's mission.

Any checks made payable to the University or a unit thereof cannot legally be deposited in a non-Albany State University account. Any gift that does not have supporting documentation or clearly is intended for the Foundation should be reviewed with the Vice President of Institutional Advancement/Executive Director of the Foundation or the Vice President of Fiscal Affairs before deposit.

The following must be deposited with the Office Institutional Advancement:

Any checks made payable to the Foundation;

Any checks made payable to the University or a unit thereof which has supporting documentation requesting donation to the Foundation;

Any funds which are received with a solicitation requesting payment be made to the Foundation; and

Unrestricted gifts designated to benefit the Foundation.

Any checks made payable to Foundation cannot legally be deposited in a University account.

Receipt Date of a Gift

All Foundation gift receipts from the Office of Institutional Advancement will reflect the processing date and not the credit date of the gift. The date used for tax purposes is at the discretion of the donor and/or his financial advisor. The credit date, which is used for recognition purposes in the gift database, is based on various criteria, depending on the type of gift and the form of delivery as outlined below:

Cash/Check:

If by mail, the date in which the check enters into the United States Postal Service or delivery system, as indicated via the post mark on the envelope.

If by website, the date in which the electronic funds transfer is approved by the donor's bank.

If hand delivered, the date received at the Office of Institutional Advancement or Alumni Association.

Credit Card Transactions:

If by website, the date in which the credit card company approves the charge.

Marketable Securities:

If the stock is a DTC transaction, the date the stock is recorded to our account.

If the stock certificate is in the name of the Foundation, the date the certificate was issued.

If the stock certificate is delivered and is in the name of the donor, the date the irrevocable stock power is signed.

Personal or Tangible Property:

The date in which a properly executed deed of gift, warranty deed or other legal instrument transferring ownership is either recorded or delivered to a representative of the Foundation.

ENDOWMENT POLICY

Overview

An endowed gift in general, is considered to be a gift in which the original principal or corpus is never invaded and the gift exists in perpetuity. The principal amount of the endowment should generally be fully funded within three years of the initial contribution. Income is distributed quarterly or annually pursuant to spending policies adopted by Foundation, guided by the Georgia Uniform Prudent Management of Institutional Funds Act (“UPMIFA”) and any other applicable law and no income should be distributed until the endowment is fully funded.

Policy

All endowments or named endowed scholarships must have a written agreement on file with the Foundation based on a form agreement drafted by the Foundation.

Income from any endowments, based on Foundation policy and any restrictions imposed by the donor, may be used to establish a named scholarship, support a particular program or department, for additional support for a professor's teaching and research, equipment, travel, academic or administrative purposes within a department, unit or school of the University, to bring distinguished visiting scholars to campus to participate in planned academic programs or purposes, to advance the goals of a particular program, to support expenses associated with special guest lecturers or seminars or to provide for maintenance and upkeep of a particular building or facility of the University.

As with any other gift, the gift shall be considered an irrevocable transfer of property or money, and has no donor imposed conditions or control on spending of the gift other than the scholarship or intended criteria for recipients. A gift must be voluntary and must be made without the donor receiving or expecting to receive, anything of value, goods or services.

Endowment funds shall be deposited into the Foundation’s existing depository accounts and will be pooled with other investments, according to the Foundation’s Investment Policy Statement and managed with prudent and reasonable fiduciary responsibilities.

For an outright gift, the fair market value of the asset given must meet the minimum endowed level provided below. For a planned gift, the fair market value of the gift at the time it is realized by the Foundation must meet the minimum endowed level. Endowment donors may receive an annual report detailing the investment performance and use of the fund proceeds.

There is no limit for donating gifts to already existing endowments, but the following schedule lists the minimum requirements for establishing new endowments. The actual types of support provided by the endowments will be specified in the written endowment agreement.

Endowed scholarships or other named endowed funds may be established with a minimum gift of \$25,000. Unless otherwise agreed upon by the Foundation and the donor, the \$25,000 minimum gift amount must be met within three years of the initial gift. If the minimum gift amount is not met within three years the proceeds in the fund may be disposed of in accordance with the terms of the original gift agreement.

For other policies related to endowed gifts refer to the **Naming Opportunities Policies**.

NAMING OPPORTUNITIES POLICY

The Board of Regents and Albany State University Foundation, Inc. consider the naming of a place or an academic unit in honor of a living or deceased individual, corporation, foundation, or organization to be one of the highest and most distinct honors it can bestow. Naming a place, college or school requires prior authorization by the President, and Board of Regents and shall be in accordance with the Board of Regents procedures and guidelines.

The naming policy shall apply to the naming of all Board of Regents real estate and facilities, as defined in the Board of Regents Policy Manual. This includes all property owned or leased by the USG, including facilities constructed, donated, or acquired by affiliated organizations of the institutions. The term “**facilities**” includes buildings of all types, as well as institution grounds and athletic venues. It includes all outdoor areas of a USG institution including streets, entrances, gates, and landscape features such as quadrangles, gardens, lakes, fountains, and fields.

The naming policy shall also apply to the naming of colleges and schools of all USG institutions.

Gift amounts and the proposed naming opportunity must be approved by the Vice President of Institutional Advancement/Executive Director of the Foundation and the President prior to discussion with any donor. Any exceptions to these guidelines must be approved by the President of the University.

The President is authorized to name, without prior approval of the Board of Regents, interior spaces and academic units subordinate to colleges and schools, such as departments. The president is also authorized to remove such names. The term “**interior space**” includes rooms, hallways, floors and features as well as other enclosed or conditioned spaces(s) within buildings. Additional naming opportunities that do not require Board of Regents approval, such as scholarships and endowments, are managed by the Vice President of Institutional Advancement/Executive Director of the Foundation and are not covered in this policy.

All gifts associated with a naming opportunity must have an agreement on file with the Foundation. The agreement should include a minimum of a date the agreement is executed, the name of donor, the fund’s name, and its intended principal balance, detail the donor’s intent, the listed naming opportunity and any preliminary criteria to adequately identify eligible, potential recipients of endowment funds.

Honoree’s Eligibility

Naming may be authorized for outstanding and distinguished service, for philanthropic giving, or both according to the below standards. Outstanding service and philanthropic giving are flexible standards and will require consideration of the facts relevant to the person being honored and implementation of standards developed by the Vice President of Institutional Advancement/Executive Director of the Foundation and the President. Any such recommendations must be submitted to the Executive Committee of the Foundation Board along with justification and any explanatory materials. The Vice President of Institutional Advancement/Executive Director of the Foundation and the President will strive to ensure that the value of the service warrants the action proposed and that the naming is consistent with the interests of the University and the University System.

Naming of Facilities Based on Service

A recommendation may be made to name a facility or interior space in honor of the service of an individual to Albany State University, either as a member of the faculty/staff or as a volunteer.

Places, academic units and interior spaces may be named for living or deceased persons who have provided outstanding service to the University, to the state, to the nation, or to society in general, and who served with distinction.

When naming is to honor a living person for outstanding and distinguished service as a public servant, that person must have been dissociated from employment by the University System, local, state or federal government employment for at least two years prior to seeking Board approval. In the event that the individual being honored is no longer living, the same basic standard for living persons is applied but the two (2) year wait period may be waived.

Naming of Facilities Based on Giving

Places, academic units and interior spaces may also be named for individuals, corporations, foundations or organizations making monetary donations to Albany State University Foundation, Inc. and the following serves as a guide for the standard of giving; examples include:

University building or complex*	\$1,000,000
University campus street	\$250,000
University stadium	\$250,000
University athletic field	\$100,000
Interior Spaces	\$25,000 and above

In order for a place or an academic unit to be named based upon a contribution, the gift will comply with the following guidelines:

1. The gift must be in irrevocable form to be paid within a five-year period and based upon a signed pledge commitment.
2. Where possible, naming should be associated with endowment gifts; if a gift is to construct a facility, presidents are encouraged to seek at least a portion of the gift for endowment to support the facility or academic programs associated with the facility.
3. Generally, deferred gifts such as life insurance and bequests are not to be used for current naming opportunities. Institutions should discuss with the interested donor(s) about the possible naming opportunities that may be available when the gift is actually received. No request for a naming should be made to the Board based on a deferred gift.
4. In cases where a gift is paid over a period of time, the President of the University should make the formal naming request to the Board of Regents only when at least half of the total gift has been received by the institution.

Any private gift associated with the naming of any of the above units should be of a level that will transform the very nature of the unit involved, enabling that unit to reach a level of excellence that would have been extremely difficult using state or institutional funds alone.

*A “complex” is defined as an interconnected group of buildings with indoor and/or outdoor facilities and any other related auxiliary structures, forming one contiguous unit. This definition is intended define a facility that encompasses one or more of the following uses: athletic, academic and/ or recreational.

When considering the honoree's monetary contributions, whether an individual, corporation, or foundation, the Foundation Board and the President will evaluate cumulative contributions. An individual may be honored by naming with a combination of cumulative donations and outstanding service to the University, as defined above.

However, a minimum of 75% of the gift should be held as an endowed fund as described in the Investment Policy Statement. Upon agreement with the gift amount, the donor shall have the discretion to recommend to the Foundation if the endowment proceeds should be utilized for programs, institutional maintenance and upkeep of a facility, or scholarships for a particular school or field of study.

Generally speaking, the value of a gift that affords a donor the opportunity to name a new facility should be at least 50% of private fundraising goal. In all cases, a minimum contribution of \$1,000,000 is required to name a building.

Ten percent of the approved gift amount must be received within 90 days of Board of Regents approval.

Signage

All signage for streets and buildings named should be of a character that is attractive, complimentary to the existing architectural style of campus buildings and landscape grounds. The signage shall be consistent with the University's Master Plan, as well as Board of Regents policies and specifically the campus's landscape plan regarding common outdoor space usage such as hardscape and signage.

Building Plaques

In accordance with policy, a plaque of bronze cast metal or other appropriate material will be installed in all major construction projects including new buildings, additions, and renovations, noting the year completed, the Governor and members of the Board at the time of completion and other Regents serving since the project was first approved, the architect and the contractor. If deemed appropriate by the President, major contributor(s) may be recognized by inclusion on the plaque or a separate plaque.

Naming Ceremony

After the approval of the naming, the University will hold a recognition ceremony to publicly acknowledge the naming and the donor. The President will notify the Chancellor and the Board of Regents of the ceremony date as soon as it is determined so as to encourage attendance of representatives of the University System of Georgia.

De-Naming/Name Removal/Termination of Naming

De-naming or name removal may become necessary in circumstances such as failure to follow through on a financial commitment, failure to maintain high standards of Albany State University, or for other appropriate reasons. The President of the University, in coordination with the Board of Regents, retains the authority to de-name any facility, interior space, or other named endowment should it become necessary to do so.

No assurances are given to donors that the naming will remain beyond the useful life of the building, space, program, unit or other naming opportunity described herein. Should the named entity be terminated, there may be another opportunity for naming. The President will provide written notification of the name removal decision to the honoree.

Periodic Review

These guidelines will be reviewed biannually by the President of the University and the Executive Committee of the Foundation.

INVESTMENT POLICY AND GUIDELINES

SPEND POLICY

PENDING

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RECORDS RETENTION AND DESTRUCTION POLICY

Purpose

The purpose of this Policy is to ensure that necessary records and documents of the Albany State University Foundation, Inc. (the “Foundation”) is adequately protected and maintained and to ensure that records that are no longer needed by the Foundation or are of no value are discarded at the proper time. This policy is also for the purpose of aiding employees of the Foundation in their understanding of their obligations in retaining print and electronic documents – including e-mail, web files, text files, sounds and movie files, PDF documents, and all Microsoft Office or other formatted files. The policy is to provide a system for complying with document retention laws to protect the Foundation against allegations of selective document destruction. No officer, trustee, employee, agent, member, or volunteer of the Foundation will knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter.

Policy

This Policy represents the Foundation’s policy regarding retention and disposal of records and the retention and disposal of print or electronic documents.

Administration

Attached as Appendix A is a Record Retention Schedule that is approved as the maintenance, retention and disposal schedule for physical records and for the retention and disposal of electronic documents of the Foundation. The Vice President of Institutional Advancement/Executive Director of the Foundation is the individual in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. He/she is also authorized to: make modification to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state, and federal laws and includes the appropriate document and record categories for the Foundation; monitor local and federal laws affecting record retention; annually review the record retention and disposal program; monitor compliance with this policy; and, report to the Foundation Board at least annually which shall be documented in the board minutes. Employees with questions about this policy should consult with management or seek legal advice.

Suspension of Record Disposal in Event of Litigation or Claims

In the event the Foundation is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning the Foundation or the commencement of any litigation against or concerning the Foundation, such employee shall inform the Vice President of Institutional Advancement/Executive Director of the Foundation and any further disposal of documents shall be suspended until such time as the Vice President of Institutional Advancement/Executive Director of the Foundation, with the advice of counsel, determines otherwise. The Vice President of Institutional Advancement/Executive Director of the Foundation shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

Applicability

This policy applies to all physical records generated in the course of the Foundation’s operation, including both original documents and reproductions. It also applies to the electronic documents described above.

Due to the considerations of space, expense and practicality, unless otherwise necessary, the electronic storage of documents should be considered in most cases. Any electronic storage of Foundation documents should be connected to an appropriate backup server to prevent the potential loss of important documents due to personal device failure.

For documents that are to be retained for longer than 1 year, the physical or reproduction copy of the documents may be scanned and filed as an electronic copy and stored in the appropriate electronic file or folder. The physical copy should be retained for at least one year pending the Foundation's annual audit. Upon completion of an annual audit, the physical copy may be disposed of in a secure manner and the documentation of that record(s) destruction should be maintained in the electronic file, noting the date and manner of disposition.

A record should be retained of all gifts received by the Foundation. Every gift should be entered into the gift software database within a timely and reasonable manner as dictated by the Gift Acceptance Procedures. An electronic copy of the gift should be made and stored in the appropriate electronic file and maintained until the annual audit has been completed. Upon completion of an annual audit, the physical copy may be disposed of in a secure manner and the documentation of that record(s) destruction should be maintained in the electronic file, noting the date and manner of disposition.

Disposal

A record should be maintained of the destruction of any physical documentation and a periodic review of physical files should be completed to ensure any physical copies on file have been retained electronically and been disposed of in a secure manner.

Destruction of any physical documents should be completed via shredder, with a bonded third-party vendor or otherwise approved method in compliance with USG standards. At no time should a record be disposed of in a manner in which pertinent or confidential information may be extracted from the document or duplicated.

A record(s) of disposal or destruction should be maintained in the electronic file, noting the particular documents destruction, date and manner of disposition.

APPENDIX A – RECORD RETENTION SCHEDULE

The Record and Retention Schedule is organized as follows and shall serve as a guideline for retention and destruction. Any modifications should not be less restrictive than the Sarbanes-Oxley Act of 2002:

POLICY

Type of Records	Length of Storage
Accounting Records	
Accounts payable ledgers and schedules	5 years
Audit reports of accountants	Permanent
Bank reconciliation	5 years
Cash books (general ledgers/accounting records)	5 years
Gift batches (gifts, pledges, etc.)	7 years
Chart of accounts	Permanent
Depreciation schedules	4 years
Disbursement orders for payments to vendors, employees, etc. (includes employee expense reports) and vendor invoices	5 years
Financial statements (year-end)	Permanent
Financial statements (quarterly)	7 years
Administrative Records	
Notes receivable	5 years
Tax returns	Permanent
Annual reports	Permanent – 1 copy
Bequest files	Permanent
Data request forms, output data, and other documentation	1 year
Endowment reports (annual or periodic)	Permanent – Placed in permanent fund file
Internal reports (miscellaneous)	3 years
Job descriptions / organizational charts	Active + 10 years. Review for historical value
Personnel records (with exception of contracts)	Official records maintained at ASU in accordance with ASU policies
Procedure records for data entry and management, including gift processing, accounting, and constituent management functions	Active. Review for historical value
Proposals for funding (awarded) and scholarship recipient information; Grant Requests	Permanent
Proposals for funding (non-awarded)	7 years
System Backup Files (Copies of master database)	System back-up files are maintained offsite (ASU)
User's manuals (for equipment)	Until disposition of items
Corporate Records	
Articles of Incorporation, Code of Regulations (by-laws)	Permanent
Contracts, agreements, and leases	7 years after expiration

Deeds, mortgages, and bills of sale	
Legal documents (partnership agreements, special contracts, etc.)	Permanent
Minutes of Foundation Board and committee meetings, and Directors'/Board meetings of subsidiaries	Permanent
Property records including costs, appraisals, depreciation reserves, end-of-year trial balances, depreciation schedules	Permanent
Resolutions adopted by the Board	Permanent
Correspondence	
Correspondence (general)	2 years
Correspondence (legal, tax, and other important matters only)	Permanent
Insurance Records	
Accident reports and claims	7 years after settlements
Insurance policies	7 years after expiration of policy or membership
Investment Records	
Investment performance reports	5 years
Stock and bond certificates (cancelled)	7 years
Other Records	
News releases	Indefinite – Maintain in archives and review for historical value
Publicity photographs	Indefinite – Maintain in archives and review for historical value
Bond Documents	3 years after the final redemption date of the bonds

FINANCIAL AID AND SCHOLARSHIP POLICY

The Albany State University Foundation (the “Foundation”) annually awards scholarships through the Office of Financial Aid to student’s accounts to assist them with furthering their education. Scholarships are awarded based upon various criteria, which usually reflect the values and purposes of Albany State University (the “University”), the Foundation, and the donor.

Purpose:

- To provide financial assistance to deserving students who are seeking a degree or certificate at Albany State University
- To encourage academic excellence
- To recognize student leadership, academic achievement and financial need
- To engage students and encourage continuous enrollment to ensure academic goal attainment
- To remove financial barriers that may inhibit academic performance and graduation
- To remain vigilant of changes in state or federal regulations and appropriations that may affect the student’s financial aid package
- To encourage continued education and professional development among current Albany State University faculty and staff

Policy:

It is imperative that transparency and objectiveness remain as core values. As such, any committee member, board member or volunteer that is serving on any selection committee for any scholarship awarded by the Albany State University Foundation Inc., recuse themselves in any particular year in which a family member has applied for a scholarship. A “family member” is defined as a niece, nephew, child, step-child, and grandchild or relative that is related in any manner that could be construed as being a member of their “family.” The committee member should notify the Vice President of Institutional Advancement/Executive Director of the Foundation of Albany State University and the CEO of the Albany State University Foundation that a conflict of interest exists without disclosing the identity of the student to ensure objectiveness moving forward. The disclosure and relationship of the applicant and the committee member should not be communicated or disclosed to any other committee member.

It is the policy of the Foundation that the Foundation Scholarship Committee must review and/or approve all recommended recipients prior to award notification.

Any financial aid awarded by the Foundation should be in compliance with any state or federal grants, awards or loans and compliant with any Title IX regulations.

Application

All scholarship recipients must complete an application for all eligible scholarships, unless the Foundation receives sufficient documentation from the University on a student’s behalf to award a scholarship in the discretion of the Foundation. A record of the application or documentation from the University must be

turned in to the Office of Institutional Advancement for retention and review by the Foundation Scholarship Committee.

In certain circumstances, faculty may select outstanding students to receive honors that may include scholarships. These special circumstances require Foundation prior approval when Foundation funds are used to award such scholarships. At a minimum the documentation must be provided to the Office of Institutional Advancement that includes a list of the members of the committee, the criteria used to determine the recommended recipient and objectives used to evaluate the prospective recipients.

The Foundation must keep certain records of information required by the Internal Revenue Service to substantiate a gift to an individual. Such information includes the name and address of each recipient of its scholarships; the amount distributed to each; the purpose for which the aid was given; the manner in which the recipient was selected and the relationship, if any, between the recipient and (1) members, officers, or trustees of the organization, (2) a grantor or substantial contributor to the organization or a member of the family of either, and (3) a corporation controlled by a grantor or substantial contributor.

Available scholarship opportunities will be listed on the Foundation's website, the University's Financial Aid scholarship website page, and available through the Office of Financial Aid.

Limitations

The Albany State University Foundation, Inc. makes no promise of a specific value or worth of a particular scholarship or that the same amount of funding will be available each academic year.

The value of scholarships are subject to change at any time during the academic year or semester and may be adjusted based on any adjustments to the student's financial aid package or outside awards.

If at any time during the student's attendance at Albany State University, the student's SAR (Student Aid Report) is corrected or changed, the amount of a financial aid award may be adjusted.

Any scholarship awarded to a student **must** be disbursed within 2 years of such award and may not be carried over beyond 2 years unless there are documented, extenuating circumstances on record with the Office of Institutional Advancement. The length and amount of scholarships vary and are determined by the Foundation.

Unless otherwise defined in a scholarship agreement or in keeping with donor intent as interpreted by the Foundation Board and as permitted by applicable law, scholarship funds may **only** be used for educational expenses such as books, tuition, fees, meal plans, or housing. Provided however, that these expenses are associated with Albany State University housing, its meal plan, bookstore or payment to affiliate organizations that Albany State University has entered into a contractual agreement for services.

Disbursements will be made only to the Office of Financial Operations at Albany State University on behalf of the student. At no time will a check be issued to an individual from the Albany State University Foundation, Inc. and any financial aid awards provided by the Foundation may only be used for the aforementioned expenses.

Any unused Albany State University Foundation, Inc. funds granted to Albany State University for the benefit of a student **may not be refunded** to the student. If it is determined that a student is to receive a refund based on other financial aid received, the amount of the award made by the Albany State University Foundation, Inc. must be adjusted and refunded to Albany State University Foundation so that it may be

awarded at a later time when a need presents itself for that student or awarded to another student that presents a need or lacks adequate resources to continue their education.

In cases where scholarship award eligibility is based on previous academic achievement, specific satisfactory academic performance and course completion, the award shall be made **only** if the continued grade point average and individual scholarship qualifications are maintained each semester. If at the end of any semester a student's academic performance or course completion is not satisfactory and in keeping with the scholarship's requirements, the scholarship will be terminated. It is agreed upon that "**maintain**" shall be interpreted as the grade point average or expected performance at the end of each semester and for course work attempted. This is not interpreted as the overall, cumulative grade point average.

Should the Albany State University Office of Financial Aid have any policies that permit the suspension, warning or probationary period of a student's financial aid, those such policies will not supersede any policy of the Albany State University Foundation, Inc.

At no time shall a student be the recipient of more than one scholarship in the same semester that is awarded and administered by the Albany State University Foundation.

It is the intent of the Albany State University Foundation, Inc. to maximize its ability to assist as many students as possible with any financial barrier that may exist. As such, it is the objective of the Albany State University Foundation, Inc. to address any and all awards of scholarships **after** the financial obligation of a student has been realized **and all other** independent scholarships, Hope Scholarship, Zell Miller Scholarship, grants, and awards have been applied to the student's financial aid account.

On occasion in which a scholarship is referred to as a "**full**" scholarship, the amount of the award shall be determined after the Hope Scholarship, Zell Miller Scholarship any outside scholarship, grants, or awards are applied to the students finance aid package. The amount awarded shall not exceed the cost of the year's tuition for a full-time student. However, funds that are not applied to tuition costs may be applied to the student's housing, books, fees or meal plan within the parameters mentioned previously.

In general, funds awarded for a student **may not** be utilized for the purchase of a meal plan at Albany State University unless the student is living in an Albany State University housing facility or a facility in which Albany State University has entered into a contractual agreement with an entity to provide housing for Albany State University students.

However, the Albany State University Foundation, Inc. reserves the right to review an individual's Student Aid Report (SAR) and may authorize the use of such funds should the student's situation present such a need.

Any student that is being considered for an award or scholarship by Albany State University Foundation Inc. must sign a release so that the Foundation may obtain student aid information from the Office of Financial Aid to determine the full amount to be awarded. This release is to include student financial aid awards, available loans and may include their Free Application for Federal Student Aid or FAFSA.

Prior to disbursement and upon notification of an award, the recipient shall sign an Award Acceptance Agreement for, indicating they have read and understood any requirements of the scholarship being awarded.

In the event this policy conflicts with the terms of a written gift agreement with the donor of the funds used for a scholarship, the written gift agreement will control.

EXPENDITURE POLICY

General Policy

The Albany State University Foundation, Inc. (the “Foundation”) exists in order to support Albany State University (the “University”) in its academic, literary, and service missions. Increasingly, private philanthropic dollars are necessary to supplement public dollars if the University is to maintain and strengthen its reputation as one of the leading academic and educational institutions in the region.

Private philanthropic support depends, in part, upon the confidence donors have in the Foundation’s commitment to sound fiduciary management of funds, including expenses.

The Foundation is a (501(c)(3), nonprofit charitable corporation that receives and administers private contributions made in support of the Foundation and University. The purpose of the Foundation is to promote in various ways the cause of higher education at the University, expand educational opportunities, and acquire and administer funds which shall be devoted to such charitable purposes. Qualifying contributions to the Foundation are acknowledged as tax deductible contributions under the Internal Revenue Code.

All expenditures of the Foundation funds must be consistent with the intent of the donor, the charitable purposes of the Foundation and have a qualified business purpose. Funds received are classified according to two general groups for administrative purposes, each of which requires different administrative processes for approval of expenditures as described below. However, the general policies apply for all disbursements, regardless of additional restrictions placed upon donor-restricted funds.

In administering Foundation funds, all individuals must ensure that purchases are reasonable, which means that payments are similar to those paid by like enterprises for the same or similar services and that all expenditures are approved based on the established guidelines and in support of the charitable purposes of the Foundation.

Unnecessary or not properly documented expenses may subject the Foundation to criticism and therefore will not be processed. Any expense for which Foundation funds will be expended or reimbursed require prior approval of the Vice President of Institutional Advancement/Executive Director of the Foundation.

Restricted funds

Any restriction imposed by the donor on the use of funds will be strictly observed unless the original intent can no longer be carried out. Questions concerning the specific application of a donor-imposed restriction will be resolved by consultation with the donor when possible. If the donor cannot be consulted, questions will be resolved by the Executive Committee in consultation with and considering the recommendation of the Finance Committee of the Foundation and applicable law.

Restricted funds include funds received for endowment, endowed and non-endowed scholarships, and special funds for earmarked, named special projects or field of interests.

Restricted funds also include funds received for designated programs for the University such as a specific school or department. Some of these funds are, however, not restricted for further, more specific purposes, and may be used at the discretion of the Vice President of Institutional Advancement/Executive Director of the Foundation to support or enhance the strategic mission of the University within the general guidelines of the Foundation.

Unrestricted Funds

Expenditures from unrestricted funds are made through an annual administrative budget approved by the Foundation Board and must be used for the purpose specified in the approved budget. Budget requests are made one time during a fiscal year and must be submitted to the Vice President of Institutional Advancement/Executive Director of the Foundation for Foundation consideration.

General Guidelines

All expenditures must be made with great respect for donor expectations and in support of the charitable purposes of the Foundation to support the University. The Foundation has approved these General Guidelines which serve to guide the use of funds donated to the Foundation. Donor restrictions may prohibit certain disbursements entirely, and appropriate staff members should give great care and be thoroughly familiar with the contents and interpretations of written agreements governing gifts.

All Albany State University employees are employed by the University System of Georgia and are therefore subject to University System rules with respect to expense reimbursement and other financial support.

All expenses should be paid from the University System of Georgia to maximum extent permitted under University System rules and regulations; thereafter, application should be made to the Foundation for payment of those expenses not covered by the University System rules, regulations and guidelines. Exceptions may be made for expenses associated directly with fundraising activities and capital campaigns.

As a supplement, the Foundation occasionally provides financial support to employees, both as salary supplements and for expense reimbursement. The purpose for such additional support is to help the University attract, and keep, the best leaders who can effectively implement the mission of Albany State University.

Accordingly, the following general principles apply in judging the appropriateness of expense reimbursements:

All expenses must be both reasonable in amount and necessary to support the mission of the University and the charitable purposes of the Foundation.

All University employees should seek reimbursement from the University System of Georgia first to the maximum extent permitted under University System rules and regulations; thereafter, application should be made to the Foundation for reimbursement of those expenses not covered by University System.

Those requesting reimbursement from the Foundation should consider that reimbursement funds will come from the donor-provided dollars and that all expense requests are subject to public scrutiny and audit. Expense requests that are not properly documented, may be subject to criticism if there is an appearance that expenses are excessive or not reasonably related to official business. Documentation must make it clear that the expense is reasonable and related to University or Foundation business.

Requests for reimbursements must be approved by a Vice President of Institutional Advancement/Executive Director of the Foundation and may be subject to further approval of the Finance or Executive Committees.

Requests for reimbursement from the President of the University, over and above his discretionary fund, shall be reviewed by the Executive or Finance Committees of the Foundation and will also be audited from time to time by the Foundation's outside auditing firm.

Periodically, the Finance Committee of the Foundation will adopt specific rules applicable to expenses for travel, entertainment, meals, lodging, and other expenses; however primary reliance will be placed upon the sound discretion and judgment of University officials regarding expenses for which reimbursement is sought considering the principles set forth herein.

Legal obligations

Only officers of the Foundation have the authority to create a liability of the Foundation. University employees or individual members of the Foundation Board may not authorize vendors to charge purchases to the Foundation without prior approval of the Executive Director of the Foundation or the Board. This includes any award or promise to award a scholarship from Foundation funds.

Reimbursement Approvals

To request funds from the Foundation, a Check Request Form (available on Foundation website) must be completed and submitted to the Office of Institutional Advancement. Requests will be processed and checks will be produced in a timely manner. Once a check is written and produced, it will be returned to the Albany State University Office of Fiscal Affairs, unless otherwise specified, or may be returned to the individual who incurred such expense if the expense is not reimbursable by the University and substantiation has been provided for the expense(s). When a check is requested to be paid directly to a vendor, the check will be mailed directly to the vendor and a copy will be sent to the requestor, or if necessary, the check may be given to the requestor for payment to the vendor.

A reimbursement will be approved if it clearly falls within the guidelines of this policy. Advance approval is encouraged, unless otherwise within the authority of those employees or Trustees working on behalf of the Foundation, to ensure that the expense is necessary and reasonable. Advance authorization should be obtained if it is unclear that a request would be reimbursable.

All reimbursements whose date of occurrence is within a particular fiscal year must be submitted by July 15 of the following fiscal year to enable the Foundation to properly pay for or accrue its payables. Advances to employees may be approved but must be substantiated within 60 days and any excess over actual expenses must be returned to the Foundation within 60 days (or by December 31 if that falls sooner).

Documentation for expenses must be in the form of an original invoice, bill or receipt. If none of the previous examples are available. If proper documentation is not given, the request cannot be processed.

Signatures for Expenditures

The Albany State University Foundation, Inc. requires all expense and reimbursement requests to be approved, prior to processing, by the Vice President of Institutional Advancement/Executive Director of the Foundation. Two signatures or electronic authorizations are also required by authorized Trustees for all checks, drafts, expenditures, reimbursements, contracts, and payment by Foundation funds.

In cases where agency or department funds under the stewardship of the Foundation are to be utilized for reimbursement to the University for any project, travel or authorized expense, two signatures must be obtained prior to authorization by the Vice President of Institutional Advancement/Executive Director of the Foundation. - One signature must be from a Dean, Director, Department Head, or Vice President. Requests for disbursements of funds that benefit an individual must be signed by a person deemed to be at minimum one level senior to the individual receiving the benefit.

In instances where payment for an invoice will not be reimbursed to the University System, the Foundation does require an IRS W-9 form on all vendors. Form W-9 must include the vendor's name, address, and/or social security number or federal identification number. This is to insure proper federal income tax reporting (Form 1099).

Specific Expenditures

Contracts

The Foundation, in general, follows the University's policy regarding the hiring of consultants and the engagement of contractors for the provision of goods or services.

The Vice President of Institutional Advancement/Executive Director of the Foundation has the authority to sign contracts up to \$25,000; and may sign contracts up to \$100,000 if approved as a part of the annual budget. All contracts in excess of \$100,000 require Foundation Finance Committee review and approval prior to engagement.

Consulting contracts

All contracts for fundraising services or fundraising consulting must be reviewed by the Executive Committee prior to engagement.

Individuals who are employees of the University cannot be paid as consultants, but can be compensated for fee based services through the University payroll process which will subject payments to withholding. The University President should be apprised on any potential contract situation in consultation with Human Resources to ensure there is no conflicting USG policy.

It is imperative that all possible conflicts of interest be addressed by having potential consultants or contractors complete the Foundation Conflict of Interest Form prior to the final contract approval.

Contributions

No Foundation funds may be donated to organizations outside of the University except where a nominal contribution is made in lieu of flowers for funeral services or in honor of an individual important to the University or Foundation or where deemed necessary for the business purpose of the Foundation or the mission of the University and charitable purposes of the Foundation.

Dues/membership fees

Dues and fees for institutional memberships in organizations related to University affairs should be paid from state funds when possible. Dues and fees for individual membership in University related or professional organizations may be paid from Foundation funds as determined by the Office of Institutional Advancement

Dues and membership fees for individual membership in civic service or private clubs may be paid from Foundation funds where such memberships are deemed necessary for business purposes.

No dues or membership fees for private country clubs or similar organizations may be paid from Foundation funds without prior approval of the Executive Committee and in situations where necessary in the course of one's duties. However, where any portion of those facilities is used for personal activities, a pro-rata

share of the dues or membership fees should be reported as income to the employee if required by the IRS and University System of Georgia policies and procedures.

Certification or licensure fees to practice a profession related to the University or Foundation may be paid upon approval of the Vice President of Institutional Advancement/Executive Director of the Foundation.

Employee Incentives/Awards

Any incentive/award payments to University employees that are funded by the Foundation must be made through the University's payroll system. Funding for and payment of awards for faculty/staff should be requested through the Foundation with the submittal of a check request. The check request should be forwarded at least 30 days in advance of the award presentation to the Foundation office for timely processing.

Once each request is approved by the Vice President of Institutional Advancement/Executive Director of the Foundation, the Foundation will notify the University Payroll Department of the award and the employee will receive the award through Payroll. Each award will be subject to the applicable federal and state taxes and retirement assessment for that employee as determined by the University Payroll Department.

Each check request should include the business purpose for the employee award as well as the parameters used to determine the recipient. No part of this section shall be interpreted to provide compensation for employee services.

Meals

Meals for employees may be paid from Foundation funds in the following circumstances:

Donor Development, entertaining official guests, "working" meals, recruiting new employees, sponsored meetings or events where the purpose for the event is directly related to business including employee-morale related events, University sponsored public relations and fundraising activities or student orientation, student/parent receptions, and department graduations or awards ceremonies.

The requests for reimbursement and/or payment must be properly documented. The following must be submitted in order for payments and/or reimbursements to be processed:

- All receipts (date, place and amount must be included)
- For any expense over \$75 an itemized receipt should be included
- A description of the purpose for the activity or event
- The names and affiliations of the persons or groups attending. Descriptions may be generalized for groups larger than 6 participants.

The cost of including an employee spouse in entertaining official guests, recruiting faculty and staff, and in fund raising or public relations activities may be reimbursed from Foundation funds where the attendance of the spouse is necessary or prudent to the business purpose of the activity.

All expenses should be reasonable and practical and consideration will be made for the type of event, time, travel requirements and geographic location.

The Vice President of Institutional Advancement/Executive Director of the Foundation must approve any request for exceptions and such may be granted in extraordinary cases.

Entertainment

Normally, reimbursement for entertainment will be limited to donor development activities, meals, refreshments and travel. Other entertainment reimbursement must be approved by the Vice President of Institutional Advancement/Executive Director of the Foundation. Entertainment expenses in excess of \$5,000 will require Finance Committee approval prior to commitment of funds.

Cell Phones

From time to time it may be necessary for the Foundation to provide a cell phone to key employees or for certain employees to utilize their personal cell phones for business related purposes. At the discretion of the Vice President of Institutional Advancement/Executive Director of the Foundation or the approval of the Executive Committee, the Foundation may provide a cell phone, stipend or reimbursement for a portion of the bill for key employees of the University or Foundation who are otherwise not provided a cell phone by the University.

Flowers

Flowers may be purchased for organized public relations and fundraising activities, student orientation, student/parent receptions, departmental graduations or awards ceremonies, faculty/staff receptions, and funeral or serious illness of current or former board members employees, students and “friends” of the University or their families.

Fundraising activities

Alumni and public relations expenses incurred in the course of organizing and conducting activities for the purpose of fundraising or creating “good will” for the University may be paid. Expenses may include meals incurred in the course of official duty, refreshments, entertainment and travel subject to the provisions of sections related thereto.

No funds may be used to specifically benefit a particular donor except for those permitted for recognition purposes (see “Gifts”).

Gifts

The Foundation does not allow gifts to University colleagues or the purchase of gifts, flowers or other gratuities to be paid to University employees. This includes gift cards and gift certificates.

When an employee leaves the University or unit/department, colleagues may solicit funding from other employees and friends to cover the costs of a party and/or gift. The Foundation does not allow reimbursement or payment for farewell parties.

Gifts to donors and “friends” of the University (including donors and “friends” who are also employees) are limited to fundraising/cultivation objectives. No gift should exceed \$150.

For further clarification regarding gifts, refer to the policy on **Employee Incentives/Awards**.

Guest/Host Expenses

Foundation funds may be used to bring official guests of the University to campus. Costs of transportation, lodging, meals and necessary miscellaneous expenses are included. A University employee, student or relative may not be considered an official guest of the University for the purpose of expense reimbursements, although they may act in the capacity of host.

University faculty or staff, acting in official capacity as a “host”, may be reimbursed for expense incurred within reason. Allowable expenses for hosting an official guest may include employee and employee spouse meals, entertainment at home, and miscellaneous expenses associated with the requirement as host.

Requests for reimbursement must include the amount, date, and place of the expenditure. All employees and guests must be identified and the reason for the visit and hosting responsibilities explained.

Holiday Greetings

Reasonable expenditures for holiday greetings to college donors, friends and alumni are permitted.

Office furniture/equipment

In general, office equipment and furniture purchases are allowable if they are required for efficient business operations or replacement of broken, outdated, or obsolete items already in use. Whenever possible these purchases should be made using state funds.

Expenditures for office furniture, equipment, plants, flowers, pictures, and lamps, etc., should be limited the use of the space being furnished and should not be lavish or extravagant.

Purchases in excess of \$5,000 require the approval of the Foundation Board and should be considered in the annual budget. Purchases over \$10,000 require approval by the Finance Committee and recommendation to the Foundation Board for their approval.

There should be a documented understanding as to the ownership of the purchased property and if the University is to retain ownership, office furniture and equipment with values in excess of \$1,000 should be reported to USG Property Control on a quarterly basis.

Office Refreshments

It is expected that University offices are personally responsible for office coffee, bottled water and other similar routine refreshments. Foundation funds will only be used to purchase coffee, bottled water, etc. for offices with extensive contact with the public.

Birthday parties, employee receptions and retirement receptions are not considered allowable expenses through funds raised by individual departments whether through active fundraising efforts or the faculty staff giving program.

Personal services

All personal service expenditures must be made through employee payroll and charges to a sponsored project. This includes expenditures for salaries (full time, part-time and temporary), salary supplements and extra compensation.

Contributions to Political Candidates

No contributions to political candidates are permissible.

Expenditures for legislative advocacy must be limited as permitted under the Internal Revenue Code and regulations and approved in advance by the Foundation Board.

Student awards, scholarship, and fellowships

Student awards, scholarships, and fellowships must be paid to students via student accounts with the University. No checks will be made payable directly to a student.

For other policies or guidelines concerning student awards, see **Financial Aid and Scholarship Policies**.

Supplies

Expenditures for supplies should include only those items needed on a non-recurring basis or cannot be paid with state funds. Items needed on a recurring basis should be funded from state resources or charged through the process which requires the utilization of the University approved vendors and disbursement policies.

Travel

Employees will be reimbursed for all allowable travel expenses on an actual expense basis. Travel expenditures should be reimbursed from state funds first, where possible. The Foundation does not ordinarily reimburse employees directly for expenses incurred while performing approved official travel away from headquarters and places of residence. Travel expenses will be reimbursed by University or University System Office in accordance with University policies. Upon return from approved travel, employees should submit the necessary expense information to the Office of Fiscal Affairs. Reimbursement to University system Office by the Foundation may be made by submitting a Foundation check request to the Foundation, with Albany State University as payee, and attaching the travel reimbursement forms to the check request.

In any cases where the Foundation may be directly paying a vendor for services such as hotels or lodging, airfare or rental vehicles, payment may be made directly to the vendor(s) with the prior authorization of the Vice President of Institutional Advancement/Executive Director of the Foundation. Upon return from the travel, an itemized invoice and receipts must be submitted to the Office of Institutional Advancement.

Air travel

Air travel should be by coach class and discount fares should be sought.

Transportation

Personal Automobiles:

When applicable, a state vehicle should be used for necessary travel for University or Foundation related travel.

For the use of personal automobiles, employees will be reimbursed at the same rate per mile as that used by the University in line with IRS regulations.

Rental Vehicles:

Where the need arises to utilize a rental vehicle, employees are encouraged to use an existing corporate relationship with the University System of Georgia or the University.

Food

Employees shall be reimbursed for meal expenses while traveling away from home on business. Meals during daily travel (which is not “overnight”) are considered the responsibility of the individual unless in transit to and from an overnight business related function.

Meals with prospects, donors, volunteers, and other business related individuals (not colleagues) are considered entertainment or donor development.

Purchases of alcohol during a meal or travel will not be reimbursed unless it is during a meal or function considered to be a part of donor entertainment, development or cultivation.

Overnight accommodations

Employees are encouraged to stay in reasonably priced motels or hotels and government or corporate rates should be obtained when possible.

A receipt detailing itemized charges must be presented for reimbursement.

Telephone calls

Employees may make one personal call per overnight of travel. Telephone credit cards should be used for all long-distance business calls while traveling including any long distance call made from hotel or motel rooms.

Unallowable expenses

The following expenses are an examples of but not inclusive of expenses that will not be reimbursed from foundation funds: Payment of fines and penalties, payment of late charges, office or other furnishings not in accordance with University standards, gifts for faculty or staff other than retirement as previously described, office parties such as birthday parties, baby showers, etc. where there is no business purpose, personal telephone calls, traffic violations, loss/theft of personal property, membership fees in airline clubs, reimbursement requests from unofficial organizations, etc.

Advances

Advances for potential or anticipated expenses related to travel university related activities should be made through the Albany State University Office of Fiscal Affairs. Because any known expenses must first be approved by the university and payment may be made in advance of these expected expenses, this policy shall serve to protect individuals from incurring any expenses that may not be otherwise approved if submitted for reimbursement and will also protect the Foundation from any possible unsupported or undocumented expenditures.