

**University of Florida Foundation, Inc.
Fundraising and Administration of Gifts**

Policy #: 2.01
Effective Date: September 8, 2007
Responsible Department: Administration

1. PURPOSE

To provide for guidelines and policies for all fundraising activities conducted on behalf of the University of Florida.

2. APPLICABILITY

All UFF and UF faculty, staff, development officers, and volunteers soliciting gifts on behalf of UF or its units coordinate through the Foundation and must comply with UFF policies. All college/constituent fundraising programs are subject to these policies and procedures as set by the Foundation. Exceptions to these policies may be granted, where appropriate, by the UFF Board of Directors.

3. POLICY

The University of Florida Foundation, Inc., the fundraising entity for the University of Florida, is managed by the UF Vice President for Development and Alumni Affairs, who also serves as the Executive Vice President of the Foundation. He or she is the University's chief fundraising officer and reports to the President of the University.

The Vice President is responsible for the coordination of all fundraising and alumni activities, including the overall supervision and management of fundraising and alumni programs, administration of staff, management of the cultivation, solicitation, and proper stewardship of all donors, and management of funds held by UFF on behalf of the University.

By authorization of the Articles of Reincorporation and Bylaws of January 9, 1964, as amended, UFF is the official, not-for-profit, 501(c)(3) entity responsible for raising, receiving, and administering gifts and other revenues on behalf of the University. Gifts are outright or deferred contributions received from private contributors (individuals, partnerships, corporations, foundations, trusts, and other organizations, sometimes referred to in this policy as "donors") in which neither goods nor services (other than reports and fulfillment of donor intent) are expected, implied or forthcoming for the donor (such contributions are sometimes called "grants" by foundations and corporations).

All gifts, whether for current use or endowment, solicited in the name of and treated as a gift to any part of the University, must be received by UFF or in accordance with specific exceptions delineated in written agreements with Gator Boosters, Inc., Southeastern HealthCare Foundation, Inc., Shands Hospital and its affiliates, the 4-H Foundation, Inc., or other affiliated organizations of UF.

4. **CLARIFICATION**

Requests for clarification of this policy should be sent to the Associate Vice President/COO (lbram@uff.ufl.edu).

Certified as approved by the Executive Committee of the UFF Board of Directors on:
September 8, 2007

A handwritten signature in black ink, appearing to read "Susan G. Goffman". The signature is written in a cursive style with some loops and flourishes.

Susan G. Goffman, Secretary

Revision history: Original version