

**University of Florida Foundation, Inc.  
Memorial Funds**

Policy #: 2.24  
Effective Date: September 8, 2007  
Responsible Department: Records

1. **PURPOSE**

To provide guidelines for management of gifts made to memorial funds.

2. **APPLICABILITY**

All gifts made to new or existing funds in memory of decedents.

3. **POLICY**

In addition to a thank you card to the donor, the Gift Processing Department will send an In Memoriam card to the next-of-kin to notify them that a contribution has been made in memory of their loved one. The card will include the donor's name and address, as well as the designated fund name, but the amount of the gift will not be disclosed.

4. **CLARIFICATION**

Requests for clarification of this policy should be sent to the Manager of Gift Processing ([lraney@uff.ufl.edu](mailto:lraney@uff.ufl.edu)).

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



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Susan G. Goffman, Secretary

Revision history: Original version