

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

Policy #: 2.01
Effective Date: March 2, 2018
Responsible Department: Operations

1. PURPOSE

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

2. APPLICABILITY

All UF employees (including development staff in the Division of Advancement) and all volunteers soliciting gifts on behalf of UF or its units, coordinate through the Foundation and must comply with UFF policies. All unit fundraising programs are subject to these policies and procedures as set by UFF. Exceptions to these policies may be granted, where appropriate, by the UFF Executive Board or, where authorized, the Executive Vice President.

3. POLICY

UFF, the fundraising entity for the University, is managed by the UF Vice President for Advancement, 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.

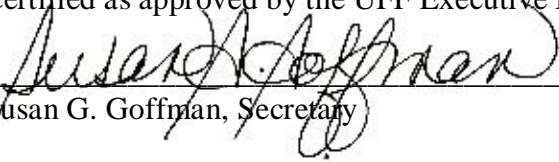
By authorization of the Articles of Reincorporation and Bylaws of January 9, 1964, as amended, UFF is the official, not-for-profit, 501(c)(3) entity responsible for raising, receiving, and administering gifts and other revenues on behalf of the University. "Gifts" are outright or deferred contributions received from private contributors (individuals, partnerships, corporations, foundations, trusts, and other organizations, sometimes referred to in UFF policies 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 written agreements with Gator Boosters, Inc., Southeastern HealthCare Foundation, Inc., Shands Hospital and its affiliates, 4-H Foundation, Inc., Law Center Associates, Inc., and other affiliated organizations of UF that are soliciting gifts for the benefit of the University.

4. **CLARIFICATION**

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

Certified as approved by the UFF Executive Board on March 2, 2018.



Susan G. Goffman, Secretary

Revision history: Original version
Revised March 2, 2018