



UNIVERSITY OF OREGON  
FOUNDATION

<b>GIFT MANAGEMENT POLICY</b>		<b>NUMBER:</b>	GM-09-2009
<b>SUBJECT:</b>	<b>MEMORIAL GIFTS</b>		
Effective date:	March 1, 2010	Replaces policy date:	October 1, 2009

**PURPOSE:**

To establish guidelines for fund designation on memorial gifts.

**POLICY:**

All memorial gifts will be applied to a specific fund no later than sixteen months after the date of receipt of the initial gift.

**PROCEDURE:**

Upon initial receipt of a memorial gift, monies will be placed in holding account, Foundation Memorial Fund. Gift Receipting will provide monthly reports to Donor Relations on the amounts and aging of all gifts. For memorial gifts accumulating to over \$1000, Donor Relations will work with the family or others, as practical and appropriate, to document a fund designation.

If at any time prior to sixteen months after the date of receipt of the initial gift Donor Relations has received fund designation information from the family, all gifts will be moved from the Foundation Memorial Fund to the designated fund and any subsequent gifts will be directed to the designated fund. A new fund will be established when donor intent is sufficiently unique and meets current designated funding levels.

If by sixteen months after the date of receipt of the initial gift no specific fund designation has been made, all gifts will be moved from the Foundation Memorial Fund to an established fund representative of the deceased's giving focus as determined by Donor Relations and any subsequent gifts will be directed to the identified-focus fund. If Donor Relations is unable to determine an established fund representative of the deceased's giving focus, all gifts will be moved from the Foundation Memorial Fund to the President's Fund.

Gifts will be assessed at time of final designation based upon final-destination fund type. The rate assessed will be the rate that was in effect at the date of receipt of the initial gift.

**RESPONSIBILITIES:**

Asset Technician: provide reconciled reports to Donor Relations

Donor Relations: timely communication with appropriate family or university contacts

**FORMS/DOCUMENTS:**

none