



UNIVERSITY OF OREGON
FOUNDATION

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| GIFT MANAGEMENT POLICY | | NUMBER: | GM-09-2009 |
| SUBJECT: | MEMORIAL GIFTS | | |
| Effective date: | January 28, 2011 | Replaces policy date: | January 26, 2011 |

PURPOSE:

To establish guidelines for acceptance and fund designation for memorial gifts.

POLICY:

Memorial gifts will be accepted in memory of an individual. All memorial gifts will be applied to a specific fund no later than twelve months after the date of receipt of the initial gift.

PROCEDURE:

Memorial gifts are made in memory of a person who has recently (within one year) passed away and are made by an individual or a group of individuals by designating the name of the individual to be remembered on the check or other documentation accompanying the gift. The designated family representative will receive periodic letters reporting the names and addresses (no gift amount) of persons making a memorial gift.

Donor Relations are the primary contact when a member of the community seeks information about memorial giving opportunities. Donor Relations will work with the family (or initiator of the gift) and the department to identify a designation for the monies. The designation may be identified, in order of preference, through (i) direct communication from the family, (ii) historical giving focus or school/department affiliation of the deceased, and (iii) obituary.

When a memorial gift is received and Donor Relations has already established the designation, the gift is directly placed in that fund. If a designation has not been established, gifts will accumulate in a holding account, Foundation Memorial Fund. Gift Services will provide monthly reports to Donor Relations on the amounts and aging of all gifts in the Foundation Memorial Fund. Gifts will be held in this fund until designated or for a maximum of twelve months from the date of the initial gift. Undesignated memorial gifts will be placed in the President's Fund.

Memorial gifts may be ultimately designated as any fund type. A new endowment fund may be established at a minimum level of \$25,000 with full funding within one year from the date of the initial gift. A new expendable fund may be established at

the standard minimum level of \$10,000 with full funding within one year from the date of the initial gift.

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:

Gift Services: provide reconciled reports to Donor Relations

Donor Relations: timely communication with appropriate family or university contacts and reporting to Gift Services

FORMS/DOCUMENTS:

none