



Policy Number: III.05  
Policy Level: Operating Policy  
Originally Issued: November 18, 2013  
Revised: March 7, 2016  
Reviewed: February 5, 2018  
Reviewed: April 1, 2020  
Reviewed: August 3, 2022  
Revised: December 2, 2024  
Revised: March 31, 2025  
Policy Owner: VP for University Advancement  
Policy Implementation: VP for University Advancement

## **Accepting Gifts or Donations to the University**

### **I. Policy Statement and Purpose**

In accordance with Athens State University's mission, this policy establishes the standards for accepting gifts or donations to the University.

The President of the University is authorized to accept designated gifts and donations to the University. Gifts and donations considered for acceptance must be aligned with and support the vision, mission, and goals of the University.

### **II. Definitions**

#### **Donor Rights**

The University subscribes to the CASE Statement of Ethics and the Donor Bill of Rights.

#### **Gift**

Any funds, property, or service voluntarily bestowed upon the University without expectation of return or compensation on the part of the donor.

#### **Pledge**

A pledge is a promise, documented in writing by the party making the pledge to provide gifts over a specified period of time.

### **III. Rules**

#### **Naming Opportunities**

Gift levels required to name buildings, endow professorships and chairs, or establish named scholarship funds will be consistent with the [Naming of University Property](#) policy.

#### **Accepting Gifts**

No gifts or donations will be accepted which are in violation of the University's Non-Discrimination/Equal Opportunity policy or which are prohibited by any federal, state, and local laws and regulations. Gifts or donations which do not support or are otherwise contrary to the University's vision, mission, and goals will not be accepted. All accepted gifts will be acknowledged through the Office of University Advancement.



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All information related to gifts and donations is to be treated as confidential by University employees. Only those individuals requiring access to such information to fulfill their accounting, fundraising, or other work responsibilities will be authorized to access hard copy and/or computer files relative to donors and gifts. Potential non-cash gifts to the University Museums or Archives Collections must be processed via the Incoming Receipt form by Museum Curator or Archivists. The Incoming Receipt is to be provided to the Vice President of University Advancement within five (5) days from intake of objects for evaluation. Museums and Archives staff will store and care for objects pending final approval of gift acceptance or return to donor by the Vice President of University Advancement. The Museum Curator and Archivists will provide their recommendations if objects meet the vision, mission and goals of the University to the Vice President of University Advancement.

### **Reports of Private Philanthropy**

The Office of University Advancement will be responsible for compiling official donor records on all gifts. Museum Curator or Archivists may request copies of Deeds of Gift for their object files, which is pertinent for credit line information and research.

### **Appeals to Government, Corporations and Foundations**

The Vice President for University Advancement will coordinate the cultivation, solicitation, and stewarding of gifts from corporations and private foundations, including gifts whose purpose will benefit the academic divisions of the University. This coordination will prevent multiple and potentially inappropriate solicitations to any single source of private, corporate, or foundation funds. Solicitations involving local, state, and Federal government agencies should also be coordinated with the Vice President for University Advancement in conjunction with the Office of the Provost/Vice President for Academic Affairs and Student Services and appropriate faculty or staff members when necessary.

### **Public Statements on Gifts**

The Office of University Advancement will determine the appropriate channels for the communication and announcement of gifts or donations to the University.



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#### **IV. Procedures for Accepting Gifts**

All individuals must follow the *Practices and Procedures Manual* established by the Office of Financial Affairs.

#### **V. Responsibility for this Operating Policy**

##### **Policy Owner**

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the Vice President for University Advancement is the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every 2 years or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Cabinet and approved by the University President. This policy will be updated/published in the University's Policy Library.

##### **Responsibility for Policy Implementation**

The President has assigned the responsibility of implementing this policy to the Vice President for University Advancement.